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COMMERCE

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- Syllabus & Distribution of Marks
- General Instructions (Written Test / Interview)
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- Equivalence of Qualifications for the Lecturers
- Guideline for the Post of Lecturer-2020
- Important Instructions for the Candidates-2020
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SELECTION PROCEDURE

PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

ADVERTISEMENT NO.24/2020

PUNJAB HIGHER EDUCATION DEPARTMENT

LECTURER (FEMALE) (BS-17) ON REGULAR BASIS

CASE NO.	SUBJECT	OPEN MERIT POSTS	MINORITY QUOTA	SPECIAL PERSON QUOTA	TOTAL POSTS
01-RB-2020	ARABIC	13	0	0	13
02-RB-2020	BIOLOGY	47	2	1	50
03-RB-2020	BOTANY	15	0	0	15
04-RB-2020	CHEMISTRY	92	5	3	100
05-RB-2020	COMMERCE	15	0	0	15
06-RB-2020	COMPUTER SCIENCE	56	3	1	60
07-RB-2020	ECONOMICS	65	3	2	70
08-RB-2020	EDUCATION	74	4	2	80
09-RB-2020	ENGLISH	184	10	6	200
10-RB-2020	FINE ARTS	6	0	0	6
11-RB-2020	GEOGRAPHY	19	1	0	20
12-RB-2020	HISTORY	24	1	0	25
13-RB-2020	HOME ECONOMICS	70	3	2	75
14-RB-2020	ISLAMIAT	78	0	2	80
15-RB-2020	JOURNALISM	6	0	0	6
16-RB-2020	LIBRARY SCIENCE	15	0	0	15
17-RB-2020	MATHEMATICS	74	4	2	80
18-RB-2020	PAK STUDY	10	0	0	10
19-RB-2020	PERSIAN	10	0	0	10
20-RB-2020	PHILOSOPHY	3	0	0	3
21-RB-2020	PHYSICAL EDUCATION	92	5	3	100
22-RB-2020	PHYSICS	74	4	2	80
23-RB-2020	POLITICAL SCIENCE	47	2	1	50
24-RB-2020	PSYCHOLOGY	56	3	1	60
25-RB-2020	PUNJABI	20	0	0	20
26-RB-2020	SARAIKI	7	0	0	7
27-RB-2020	SOCIAL WORK	10	0	0	10
28-RB-2020	SOCIOLOGY	19	1	0	20
29-RB-2020	STATISTICS	47	2	1	50
30-RB-2020	URDU	94	4	2	100
31-RB-2020	ZOOLOGY	15	0	0	15
	Total	1347	57	31	1435

LECTURER (MALE) (BS-17) ON REGULAR BASIS

CASE NO.	SUBJECT	OPEN MERIT POSTS	MINORITY QUOTA	SPECIAL PERSON QUOTA	TOTAL POSTS
32-RB-2020	ARABIC	8	0	0	8
33-RB-2020	BIOLOGY	19	1	0	20
34-RB-2020	BOTANY	8	0	0	8
35-RB-2020	CHEMISTRY	84	4	2	90
36-RB-2020	COMMERCE	29	1	0	30
37-RB-2020	COMPUTER SCIENCE	37	2	1	40
38-RB-2020	ECONOMICS	47	2	1	50
39-RB-2020	EDUCATION	37	2	1	40
40-RB-2020	ENGLISH	121	6	3	130
41-RB-2020	GEOGRAPHY	18	0	0	18
42-RB-2020	HISTORY	24	1	0	25
43-RB-2020	ISLAMIAT	49	0	1	50
44-RB-2020	JOURNALISM	5	0	0	5
45-RB-2020	LIBRARY SCIENCE	5	0	0	5
46-RB-2020	MATHEMATICS	92	5	3	100
47-RB-2020	PAK STUDY	7	0	0	7
48-RB-2020	PERSIAN	5	0	0	5
49-RB-2020	PHILOSOPHY	3	0	0	3
50-RB-2020	PHYSICAL EDUCATION	47	2	1	50
51-RB-2020	PHYSICS	70	3	2	75
52-RB-2020	POLITICAL SCIENCE	28	1	1	30
53-RB-2020	PSYCHOLOGY	19	1	0	20
54-RB-2020	PUNJABI	10	0	0	10
55-RB-2020	SARAIKI	5	0	0	5
56-RB-2020	SOCIAL WORK	5	0	0	5
57-RB-2020	SOCIOLOGY	15	0	0	15
58-RB-2020	STATISTICS	36	3	1	40
59-RB-2020	URDU	92	5	3	100
60-RB-2020	ZOOLOGY	12	0	0	12
	Total	956	39	19	1019

MINIMUM QUALIFICATION / EXPERIENCE

MASTER'S DEGREE (AT LEAST 2ND DIVISION) IN THE RELEVANT SUBJECT OR EQUIVALENT QUALIFICATION. PROVIDED THAT FOR THE SUBJECT OF ENGLISH M.A. 3RD DIVISION WITH DIPLOMA IN ENGLISH FROM ALLAMA IQBAL OPEN UNIVERSITY WILL ALSO BE ELIGIBLE.

NOTE:-

In case a candidate claims that his/her qualification is equivalent to the prescribed qualification, he/she will be required to submit equivalence of his/her qualification issued by the Competent Authority at the time of interview. If a candidate fails to submit Equivalence Certificate issued by the Competent Authority at the time of interview his/her candidature shall be cancelled.

AGE

FEMALE

21 to 28 + 08 Years General age relaxation in upper age limit for **FEMALE** Candidates = 36 Years as per Govt. of Punjab, S&GAD Notification No. SOR-I(S&GAD)9-36/81 dated 21-05-2012.

MALE

21 to 28 + 05 Years General age relaxation in upper age limit for **MALE** Candidates = 33 Years as per Govt. of Punjab, S&GAD Notification No. SOR-I (S&GAD) 9-36/81 dated 21-05-2012.

GENDER, DOMICILE & PLACE OF POSTING

GENDER:
Male & Female

DOMICILE:
Punjab

PLACE OF POSTING:
Anywhere in the Punjab

SYLLABUS FOR WRITTEN EXAMINATION/ TEST (IF HELD)

One paper of MCQ type written test of 100 marks and 90 minutes duration. Syllabus is as under:-

i) Qualification related questions (80%)

ii) Questions related to General Knowledge (20%)

IMPORTANT NOTE

Please read the "General Instructions" regarding Application Fee, Written Test, Interview on PPSC website www.ppsc.gop.pk before applying online.

CLOSING DATE FOR APPLICATION: 8th September 2020

MUHAMMAD NAWAZ KHALID ARBI
SECRETARY

UAN NO. 042-111-988-722 website: www.ppsc.gop.pk

Syllabus & Distribution of Marks:

Total MCQs = 100 | **Time : 90 minutes**

Subject Based Test = 80 % | **General Ability Test = 20%**

One Paper of MCQ type written test of 100 marks of 90 minutes duration comprising questions relating to Qualification of the Post and General Knowledge incuding Pakistan Studies, Current Affairs, Islamic Studies, Geography, Baisc Mathematics, English, Urdu, Everyday Science and Basic Computer Studies.

GENERAL INSTRUCTIONS (WRITTEN TEST/INTERVIEW)

1. **To appear in test/interview only Original Valid CNIC issued by NADRA will be accepted. No other Identification document will be acceptable.**
2. Applicants are advised to read all terms and conditions/ instructions of the Advertisement as well as **"Important/General Instructions to Candidates" given on PPSC website** carefully in order to submit their Online Applications complete in all respects. The onus/ responsibility of correctness of the data given in the On-line Application Form will rest squarely on the candidates.
3. Applicants are required to submit **"On-line Application Form" by the Closing Date which is 08-09-2020 up to 12:00 AM (Midnight).** Applicants should fill in the On-line Application Form carefully in the light of the Guidelines and Instructions mentioned in the Advertisement for the said post and **"Important/General Instructions to Candidates".**
4. Editing options, to correct any data in the On-line Application Form, will be available to the candidates till the Closing Date of submission of Online Applications.
5. Negative marking shall be done and 0.25 mark shall be deducted for each incorrect answer in all Objective (MCQ) papers.
6. For all posts to be filled through written test followed by interview or interview alone, the number of chances shall be restricted to three. However, if a candidate qualifies the interview but cannot be recommended for appointment due to shortage of vacancies, his chance shall not be considered as availed whereas chance of a candidate who does not qualify the written test or interview shall be considered as availed. For the post of Lecturer in Education Department, a candidate who is applicant for more than one subject, shall be allowed three chances in each subject for which he/she is a candidate in accordance with above laid down policy.
7. In case, a candidate claims experience of private firm / entity, he / she must bring proof at the time of interview that the firm / entity is registered with SECP, Registrar of Firms or any other Regulatory Authority, failing which his / her application shall be rejected.
8. The candidates will ensure that after applying for a particular post they will immediately apply for Departmental Permission Certificate/NOC in their concerned Department(s) and provide the Departmental Permission Certificate/NOC at the time of interview (if called).
9. The candidates just after applying for a particular post advertised by PPSC will ensure that they have obtained/applied for registration in PEC/PNC/PMDC/PVMC or other relevant body for Registration Certificate before the Closing Date and provide the same at the time of interview (if called).
10. The candidates will ensure that they will provide marks obtained / total marks or percentage certificate of all degrees at the time of interview. CGPA is not acceptable.
11. It is mandatory for Applicants to deposit **Rs.600/-** under Head "C02101- ORGANIZATIONS OF STATE-TEST FEE REALIZED BY THE PUNJAB PUBLIC SERVICE COMMISSION", in any Branch of State Bank of Pakistan or National Bank of Pakistan or Government Treasury on or before the Closing Date of submission of applications.
   - **In case, the requisition of any post is withdrawn by the Administrative Department after receipt of applications by the Commission, the candidates of that particular post can use Paid Treasury Challan of the withdrawn post against any other post (Once), advertised by the Commission within the next One Year.**
   - **Special Persons are not required to deposit application fee.**
   - **Applicants residing outside Pakistan, but having Domicile of the Punjab will deposit the fee at the Pakistani Embassy of residing country in the currency of that country equivalent to the amount of Application/ Test Fee prescribed for the post.**
   - **No Bank Draft or Pay Order or Cheque or any such instrument will be accepted as fee by the Commission.**
12. **PPSC's Helplines:** **Lahore:** 042-99202762, 99200161, 99200162, **Rawalpindi:** 051-5158005, **Faisalabad:** 041-9330713, **Sargodha:** 048-3259710, **Multan:** 061-9330354, **Bahawalpur:** 062-2881182, **D.G. Khan:** 064-9260410

FORMULA TO CALCULATE ACADEMIC MARKS IN PPSC

PERCENTAGE OF MARKS OBTAINED (SEMESTER SYSTEM)	PERCENTAGE OF MARKS OBTAINED (ANNUAL SYSTEM)	4-EXAMS					3-EXAMS				2-EXAMS			1-EXAM	
		MATRIC/ O-LEVEL	FA/FSc/ A-Level	BA/ BSc.	MA/ MSc.	TOTAL	MATRIC/ O-LEVEL	FA/FSc/ A-Level	BA/ BSc.	TOTAL	MATRIC/ O-LEVEL	FA/FSc/ A-Level	TOTAL	MATRIC/ O-LEVEL	TOTAL
80-100	80 & ABOVE	5	7	11	17	40	9	12	19	40	15	25	40	40	40
80-89	75-79	5	7	10	16	38	9	11	18	38	14	24	38	28	28
75-79	70-74	5	6	10	15	36	8	11	17	36	13	23	36	36	36
70-74	65-69	4	6	10	14	34	8	10	16	34	12	22	34	34	34
65-69	60-64	4	6	9	14	33	7	10	16	33	11	22	33	33	33
60-64	55-59	3	5	9	13	30	6	9	15	30	10	20	30	30	30
55-59	50-54	3	5	9	11	28	6	9	13	28	9	19	28	28	28
50-54	45-49	3	5	8	10	26	5	8	13	26	8	18	26	26	26
45-49	40-44	3	5	8	9	25	5	8	12	25	8	17	25	25	25
44 & BELOW	39 & BELOW	3	5	7	9	24	5	8	11	24	7	17	24	24	24

Note: In a case a candidate has appeared in five exams, his/her last four examinations will be marked. No marks for BEd or M.Ed

Note: *Qualifying marks for written test (MCQs) and Interview:*

(A) at least 40% marks in written test to qualify for Interview.

(B) at least 50% marks in Interview to clear Interview.

In final merit, only 50% of written marks are taken.

EQUIVALENCE OF QUALIFICATIONS FOR THE POSTS OF LECTURERS (MALE & FEMALE) IN THE EDUCATION DEPARTMENT

SR.NO.	NAME OF THE SUBJECT	REQUISITE QUALIFICATION / EQUIVALENCE DEGREES
1	**Arabic**	2nd Class Master's Degree in Arabic Ashahdat-ul-Alimiyyah Fil Uloomil Arabiyyah Wal Islamiyyah
2	**Civics**	2nd Class Master's Degree in Civics Pol. Science.
3	**Islamiat**	2nd Class Master's Degree in Islamiat Islamic Studies Islamic Culture & Religion Ashahdat-ul-Alimiyyah Fil Uloomil Arabiyyah Wal Islamiyyah B.A. (Hons.) Usul-ud-Din
4	**Biology**	2nd Class Master's Degree in Biology Botny or Zoology with B.Sc. in both will be acceptable MicroBiology and Molecular Genetics Marine Biology, Freshwater Biology and Fisheries, Genetics M.Sc. Biology (Plant Sciences), M.Sc. Biology (Animal Sciences) M.Sc. Botany, BS Botany, M.Sc. Zoology, BS Zoology BS / B.Sc. (Hons.) Biotechnology, BS / B.Sc. (Hons.) Biochemistry BS (Hons.) in Environmental Science, B.Sc. (Hons.) Bioinformatics
5	**Botany**	2nd Class Master's Degree in Botany Entomology Plant Breeding & Genetics Mycology & Plant Pathology. M.Sc. Biology (Plant Sciences)
6	**Zoology**	2nd Class Master's Degree in Zoology Entomology Plant Breeding & Genetics Mycology & Plant Pathology M.Sc. Biology (Animal Sciences)
7	**Chemistry**	2nd Class Master's Degree in Chemistry Applied Chemistry Bio-Chemistry M.Sc. (Industrial Chemistry)
8	**Computer Science**	2nd Class Master's Degree in MS (CS) M.Sc. Logic & Computer Science MCS MIT (Master's degree in Information Technology) M.Sc. Telecom MIS M.Sc. Software Engineering B.Sc. (Hons.) in Computer Science B.Sc. (Hons.) in Software Engineering B.Sc. (Hons.) in Information Systems
9	**Economics**	2nd Class Master's Degree in Economics M.Sc. Economics, Business Economics M.Sc. Economics & Finance B.Sc. (Hons.) Agricultural & Resource Economics
10	**Education**	2nd Class Master's Degree in M.A. Education, M.Ed., MBE, MTE, M.A. ELTL, M.A. ECE, M.S.Ed, M.A. Educational Assessment & Research

SR.NO.	NAME OF THE SUBJECT	REQUISITE QUALIFICATION / EQUIVALENCE DEGREES
11	Commerce	2nd Class Master's Degree in Commerce M. Com., M.A. Finance, M. S. Accounting & Finance M.S. Banking & Finance, MBA Marketing, MBA Finance
12	Geology	2nd Class Master's Degree in Geology M.Sc. Environmental Science M.Sc. Earth Science M.Sc. Seismology.
13	Home Economics	2nd Class Master's Degree in M.A. Home Economics M.Sc. Home Economics.
14	Journalism/Mass Communication	2nd Class Master's Degree in M.A. Development Journalism.
15	Pakistan Studies	2nd Class Master's Degree in Pakistan Studies History Political Science M.A. International Relations
16	Political Science	2nd Class Master's Degree in Political Science M.Sc. Political Studies. M.A. International Relations. M.A. Diplomacy & Strategic Studies Master in Politics and International Relations Master in Defense and Diplomatic Studies
17	Psychology	2nd Class Master's Degree in Psychology M.Sc. Applied Psychology M.Sc. Behavioral Science BS (Hons) Clinical Psychology
18	Physics	2nd Class Master's Degree in Physics M.Sc. Computational Physics
19	Physical Education	2nd Class Master's Degree in Physical Education M.A. Health & Physical Education M.Sc. Physical Education M.S.c Sports Science
20	Social Work	2nd Class Master's Degree in Social Work M.A. Women Studies M.A. Gender Studies M.A Population Studies M.A. Rural Sociology
21	Sociology	2nd Class Master's Degree in Sociology Rural Sociology M.Sc. Anthropology M.A. Sociology & Anthropology M.A. Women Studies M.A. Gender Studies M.A. Population Studies
22	Statistics	2nd Class Master's Degree in Statistics M.Sc. Operational Research.
23	Urdu	2nd Class Master's Degree in Urdu M.A. Iqbaliat / Iqbal Studies

****

Guideline for the Post of Lecturer
لیکچرار کی پوسٹ کیلئے گائیڈ لائن

لیکچرار کی بھرتی کیلئے درخواست دینے والے امیدواران کی راہنمائی کیلئے چند ضروری معلومات اور ہدایات درج ذیل ہیں:

Department (محکمہ): HED (Higher Education Department) ہائر ایجوکیشن ڈیپارٹمنٹ

Scale(سکیل): (BS-17)

Eligibility (قابلیت): MA, M.Sc or BS in relevant subject(ایم اے/ایم ایس سی یا متعلقہ مضمون میں بی ایس)

Age (عمر): 22-28 (5 years relaxation for males and 8-years for females)

مرد امیدواران کے عمر کی حد میں 5 سال اور خواتین کے لیے 8 سال کی رعایت

Procedure to Apply (اپلائی کرنے کا طریقہ کار):

1. See Advertisement in daily Newspapers or Visit to Punjab Public Service Commission. (روزنامہ اخبار یا PPSC کی ویب سائٹ www.ppsc.gop.pk پر اشتہار دیکھیں)
2. Deposit Rs. 600/- Challan in the prescribed bank. 600/- روپے کا چالان متعلقہ بنک میں جمع کروائیں۔
3. Apply online through PPSC website. PPSC کی ویب سائٹ پر آن لائن درخواست فارم جمع کروائیں۔
4. Select examination center i.e. Lahore, Rawalpindi, Multan etc. (امتحان مرکز لاہور، راولپنڈی، ملتان وغیرہ کا انتخاب کریں)

Selection Criteria (in any subject) کسی بھی مضمون میں انتخاب کا معیار:

Written MCQs Test (تحریری کثیر الانتخابی سوالات کا ٹیسٹ) = 100 Marks

(In final merit list, it will be half i.e.50) (فائنل میرٹ لسٹ میں اس کے آدھے نمبر ہو جائیں گے)

Interview (انٹرویو): = 100 Marks **Academic (تعلیمی):** = 40 marks

Higher Qualification (اعلیٰ تعلیم): M Phil PhD = 10 Marks

Total Marks for final merit (فائنل میرٹ کے لیے کل نمبر) = 200

Syllabus (نصاب)

Qualification Based MCQs (تعلیمی قابلیت پر کثیر الانتخابی سوالات) = 80 Marks

Main Subject in which candidate did his/her BS or Master degree.

(جس مضمون کے لیے اپلائی کیا ہے اور جس میں امیدوار نے بی ایس یا ماسٹر ڈگری حاصل کی ہے)

General Ability (جنرل قابلیت): (20Marks)

(Basic English (بنیادی انگریزی), Current Affairs (حالات حاضرہ), General Knowledge (واقفیت عامہ), Pakistan Studies (مطالعہ پاکستان), Islamiat (اسلامیات), Basic Mathematics (ریاضی), Everyday Science (روزمرہ سائنس)

2 to 3 MCQs from each topic (ہر عنوان سے 2 یا 3 سوالات)

Total Marks = 80 + 20 = 100

عام طور پر سابقہ پرچہ جات میں سے سوالات لئے جاتے ہیں۔ اس کے علاوہ انٹرمیڈیٹ، گریجویشن اور ماسٹر لیول کے نصاب میں سے MCQs لیے جاتے ہیں۔

Test Preparation (ٹیسٹ کی تیاری):

Interest, Determination and Hard work is required (دلچسپی، لگن اور سخت محنت کی ضرورت ہے)

روزانہ پڑھنے کا شیڈول بنالیں۔ میٹرک، انٹرمیڈیٹ، گریجویشن اور ماسٹر لیول کی کتب سے تیاری کریں۔ Simple (سادہ) سے Complex شکل کی جانب جائیں۔ اہم نکات کو Highlight کرلیں۔ علیحدہ رجسٹر پر نوٹس بنائیں۔ ماڈل پیپرز حل کریں۔ اپنی نصابی کتب سے استفادہ کریں۔ 100 فیصد یقینی کامیابی کے لیے درج ذیل کتب کا مطالعہ کریں:

1. Dogar's Unique **Lecturer Guides** (تمام مضامین کی الگ الگ کتب دستیاب ہیں)
2. Dogar's Unique **Model / Sample Papers** (تمام مضامین کے الگ الگ پیپرز دستیاب ہیں)
3. Dogar's Unique **PPSC One-Paper MCQs**
4. Dogar's Unique **PPSC Past Papers**
5. Dogar's Unique **Who is Who & What is What**

پنجاب پبلک سروس کمیشن

اُمیدواروں کے لیے ضروری ہدایات

براہِ مہربانی اپنا آن لائن درخواست فارم جمع کروانے سے پہلے کمیشن کا اشتہار اور مندرجہ ذیل ہدایات غور سے پڑھیں۔

اشتہار

1۔ امیدواروں کو ہدایت کی جاتی ہے کہ وہ ہر لحاظ سے مکمل آن لائن درخواستیں جمع کروانے کے لیے اشتہار میں دی گئی تمام شرائط و ضوابط اور عمومی ہدایات غور سے پڑھیں۔ آن لائن درخواست میں دیے گئے کوائف کی درستگی کی تمام تر ذمہ داری امیدوار پر ہو گی۔

فیس

2۔ امیدواروں کے لیے ضروری ہے کہ وہ اشتہار میں بیان کی گئی مطلوبہ فیس: "سی 02101 — سٹیٹ آرگنائزیشنز — پنجاب پبلک سروس **کمیشن کی جانب سے وصول کردہ امتحانی فیس**" کی مد میں سٹیٹ بینک آف پاکستان یا نیشنل بینک آف پاکستان یا سرکاری خزانے میں درخواستوں کی وصولی کی آخری تاریخ سے پہلے جمع کروائیں۔

الف۔ رسید نمبر امیدواروں کے آن لائن درخواست فارم میں درج کیا جائے گا۔

ب۔ اصل رسید انٹرویو/زبانی امتحان کے وقت پیش کی جائے گی اور جمع کروائی جائے گی اور ایسا نہ کرنے کی صورت میں امیدواروں کو انٹرویو/زبانی امتحان دینے کی اجازت نہیں دی جائے گی۔ اصل رسید پی پی ایس سی اپنے پاس ریکارڈ کے لیے رکھے گا۔

ج۔ **کمیشن بینک ڈرافٹ یا پے آرڈر یا چیک یا کسی کوئی دستاویز فیس کے طور پر قبول نہیں کرے گا۔**

د۔ پنجاب کا ڈومیسائل رکھنے والے بیرونِ ملک رہائش پذیر امیدوار آسامی کے لیے تجویز کی گئی درخواست/امتحانی فیس کے مساوی رقم اس ملک کی کرنسی میں پاکستانی سفارت خانے میں جمع کروائیں گے۔

ذ۔ جسمانی معذور امیدواروں کو درخواست/امتحان/ٹیسٹ فیس جمع کروانے کی ضرورت نہیں۔

آن لائن درخواست فارم جمع کروانے کا طریق کار

3۔ درخواست گزاروں کے لیے ضروری ہے کہ وہ "**آن لائن درخواست فارم**" اشتہار میں درج آخری تاریخ تک جمع کروائیں۔ امیدوار آن لائن فارم کو مذکورہ آسامی کے اشتہار میں درج رہنما اصولوں اور ہدایات کی روشنی میں احتیاط سے پُر کریں۔ کوائف کی درستی کے لیے ترمیم کی سہولت آن لائن درخواست فارم جمع کروانے کی آخری تاریخ تک موجود رہے گی۔ امیدواروں کو تاکید کی جاتی ہے کہ آن لائن درخواست جمع کرواتے وقت صرف اپنا ذاتی ای میل ایڈریس اور ذاتی موبائل نمبر ہی دیں۔

4۔ درخواستیں جمع کروانے کے لیے دی گئی آخری تاریخ تک تاریخ پیدائش میں درستگی کی اجازت ہے۔ امیدواران حسب ضرورت درخواستیں جمع کروانے کی آخری تاریخ تک اپنی تاریخ پیدائش کو آن لائن درخواست میں درست کر سکتے ہیں۔

کمیشن آن لائن درخواستوں کے علاوہ دیگر درخواستیں قبول نہیں کرے گا۔

5۔ درخواستوں کی وصولی کے لیے مقرر کردہ آخری تاریخ کے بعد امیدواروں کو آن لائن درخواست دینے کی اجازت نہ ہو گی۔

6۔ امیدواروں کے لیے ضروری ہے کہ وہ اس بات کو یقینی بنائیں کہ:

الف۔ ویب سے تیار کردہ درخواست فارم کا کوئی کالم خالی نہیں چھوڑا گیا۔

ب۔ بنیادی سکیل- 18 تک کی آسامیوں کے لیے کمیشن کو آن لائن درخواست کی طبع شدہ کاپی (Hard Copy) جمع کروانے کی ضرورت نہیں ہوگی۔

ج۔ بنیادی سکیل- 19 اور اوپر کی آسامیوں کے لیے جہاں انٹرویو سے قبل جانچ پڑتال ضروری ہے، آن لائن درخواست کی طبع شدہ کاپی کو تمام متعلقہ دستاویزات کی نقول کے ہمراہ متعلقہ اشتہار میں دی گئی ہدایات کے مطابق جمع کروایا جائے۔

د۔ کسی وجہ سے کوئی درخواست مسترد ہونے کی صورت میں عرضداشت، اگر کوئی ہو، **"سیکرٹری، پنجاب پبلک سروس کمیشن"، ایل ڈی اے پلازہ، ایجرٹن روڈ نزد ایوانِ اقبال، لاہور** کو مسترد نامہ/آسامی کے لیے دیے گئے اشتہار/اشتہارات میں دی گئی ہدایات کے مطابق بھیجی جائے گی۔

ڈ۔ کسی بھی مرحلے پر امیدوار کی جانب سے اس کے آن لائن درخواست فارم میں فراہم کی گئی معلومات کے غلط یا جھوٹا ثابت ہونے کی صورت میں اسے نااہل قرار دے دیا جائے گا اور قواعد کے تحت کارروائی کی جائے گی۔

اہلیت

میڈیکل فٹنس سرٹیفکیٹ

7۔ متعلقہ ضلعی ہیڈ کوارٹر ہسپتال یا سروسز ہسپتال، لاہور کے میڈیکل سپرنٹنڈنٹ کی جانب سے جاری کیا گیا میڈیکل سرٹیفکیٹ ضوابط/پالیسی فیصلوں کے تحت قابل قبول ہوگا۔ تاہم، آسامی کے لیے دیے گئے اشتہار میں درج آخری تاریخ سے قبل تین ماہ کے اندر جاری کیا گیا میڈیکل فٹنس سرٹیفکیٹ اس شرط کے تحت قابل قبول ہوگا کہ امیدوار اس آسامی کے لیے مجوزہ جسمانی معیار (Physical Standard) کے تمام تقاضوں پر پورا اترتا ہے جس کے لیے امیدوار نے درخواست دی ہے۔ مجاز اتھارٹی یعنی ضلعی ہیڈ کوارٹر ہسپتال یا سروسز ہسپتال کے میڈیکل سپرنٹنڈنٹ کا جاری کردہ میڈیکل فٹنس سرٹیفکیٹ آن لائن درخواستوں کی وصولی کی آخری تاریخ کے بعد قابل قبول نہیں ہوگا۔"

8۔ آسامی کے لیے امیدواروں کی اہلیت کا تعین درج ذیل کی بنیاد پر کیا جائے گا:-

الف۔ قواعد ملازمت/اشتہار میں تجویز کی گئی قابلیت/تجربہ۔

ب۔ حکومت یا کمیشن کی جانب سے وقتاً فوقتاً جاری کی گئی ہدایات۔

ج۔ امیدواروں کی عمر، تعلیمی قابلیت، تجربہ اور دیگر کوائف وغیرہ کا شمار اس آسامی کے لیے مقرر کی گئی آخری تاریخ تک کیا جائے گا۔

د۔ **مزید واضح کیا جاتا ہے کہ پنجاب پبلک سروس کمیشن کو متعلقہ قواعد ملازمت/اشتہار میں تجویز کی گئی اہلیت کی شرائط میں نرمی کرنے کا کوئی اختیار نہیں ہے۔**

قابلیت

9۔ اشتہار اور متعلقہ قواعد ملازمت میں درج قابلیت کمیشن کے لیے قابل قبول ہوگا اور اس کے سوا کسی بھی قابلیت کی بنیاد پر امیدوار کو آسامی کے لیے اہل قرار نہیں دیا جائے گا:-

الف۔ **غیر ملکی ڈگریوں/ڈپلوموں کی قبولیت۔** کمیشن صرف انہی غیر ملکی یونیورسٹیوں کی ڈگریاں/سرٹیفکیٹ/ڈپلومے قبول کرے گا جو ہائر ایجوکیشن کمیشن (ایچ ای سی)، پاکستان میڈیکل اینڈ ڈینٹل کونسل (پی ایم ڈی سی)، پاکستان انجینئرنگ کونسل (پی ای سی)، پاکستان نرسنگ کونسل، انٹر بورڈ کمیٹی آف چیئرمین (آئی بی سی سی) یا کسی دیگر مجاز ایجنسی/اتھارٹی کی تسلیم شدہ ہیں۔

ب۔ مساوی قابلیت کی قبولیت ہائر ایجوکیشن کمیشن (ایچ ای سی)، پاکستان میڈیکل اینڈ ڈینٹل کونسل (پی ایم ڈی سی) پاکستان انجینئرنگ کونسل (پی ای سی)، پاکستان نرسنگ کونسل، انٹر بورڈ کمیٹی آف چیئرمین (آئی بی سی سی) یا کسی دیگر مجاز کمیٹی/اتھارٹی اور مساوی قابلیت کے تعین کی کمیٹی (کیو ای ڈی سی) تسلیم شدہ اور انتظامی محکمے سے باضابطہ طور پر منظور شدہ تعلیمی قابلیت، کمیشن کی جانب سے حتمی طور پر قبول کی جائے گی۔

نوٹ: اگر امیدوار دعویٰ کرتا ہے کہ اس کی قابلیت مجوزہ قابلیت کے مساوی ہے، تو اس کے لیے ضروری ہوگا کہ وہ انٹرویو کے وقت یا جب کمیشن طلب کرے، مجاز اتھارٹی کی جاری کردہ مساوی قابلیت کی دستاویز جمع کروائے۔ اگر کوئی امیدوار انٹرویو کے وقت یا جب کمیشن طلب کرے، مجاز اتھارٹی کا جاری کردہ مساوی قابلیت کا سرٹیفکیٹ جمع کروانے میں ناکام رہتا ہے تو اس کی امیدواری حیثیت منسوخ کر دی جائے گی۔

عمر کا شمار

10۔ تحریری امتحان کی بنیاد پر کی جانے والی بھرتی کی صورت میں امیدوار کی عمر اس سال کی یکم جنوری سے شمار کی جائے گی جس میں امتحان کا انعقاد کیا جاتا ہے اور دیگر تمام صورتوں میں عمر کا شمار درخواستوں کی وصولی کے لیے مقرر کردہ آخری تاریخ تک کیا جائے گا۔

11۔ درخواستوں کی وصولی کی مشتہر کردہ آخری تاریخ یا ابتدائی/مقابلے کے امتحانات کے سال یکم جنوری کو امیدوار کی عمر میں اس کی پیدائش کا دن شامل کرنے کے بعد اس کے کم عمر/زائد العمر ہونے کی صورت میں اسے نااہل سمجھا جائے گا، خواہ ایک ہی دن کے فرق سے کیوں نہ ہو۔ ایسا اس لیے کیا گیا ہے کہ یکم جنوری کو پیدا ہونے والا بچہ اسی سال 31 دسمبر کو ایک سال کا ہو جائے گا۔ اگلے سال یکم جنوری کو اس کی عمر ایک سال اور ایک دن ہو جائے گی۔

i) <u>امیدوار کی عمر شمار کرنے کی مثال</u>

<u>آخری تاریخ پر عمر شمار کیے جانے کی صورت میں:</u>

اگر امیدوار کی تاریخ پیدائش 15 اگست، 1970 ہے اور پی پی ایس سی آفس میں درخواستوں کی وصولی کی آخری تاریخ 7 فروری، 1998 ہے تو عمر مندرجہ ذیل طریقے سے شمار کی جائے گی:

		دن	مہینہ	سال
• آخری تاریخ	-	07	02	1998
• امیدوار کی تاریخ پیدائش	-	15	08	1970
آخری تاریخ کو عمر		1+23	05	27

(27 سال، 05 مہینے اور 24 دن)

ii) <u>امتحان کے مجوزہ انعقاد کے سال یکم جنوری کو عمر شمار کیے جانے کی صورت میں:</u>

اگر عمر کی بالائی حد 28 سال اور امیدوار کی تاریخ پیدائش یکم جنوری، 1988 ہے اور پی پی ایس سی آفس میں درخواستوں کی وصولی کی آخری تاریخ/امیدواروں کی عمر شمار کرنے کی تاریخ یکم جنوری، 2016 ہے تو عمر مندرجہ ذیل طریقے سے شمار کی جائے گی:

		دن	مہینہ	سال
• آخری تاریخ/عمر شمار کرنے کی تاریخ۔	-	01	01	2016
• امیدوار کی تاریخ پیدائش	-	01	01	1988
آخری تاریخ کو عمر		1+00	00	28

(28 سال، 00 مہینے اور 01 دن)

12۔ امیدوار کی عمر اس کے سیکنڈری سکول سرٹیفکیٹ (میٹرک) پر درج تاریخ پیدائش کے مطابق شمار کی جائے گی۔ اگر امیدوار نے سیکنڈری سکول سرٹیفکیٹ کے مساوی سینئر کیمبرج/او۔لیول جیسا کوئی امتحان دیا ہو اور اس امتحان کے سرٹیفکیٹ پر امیدوار کی تاریخ پیدائش درج نہ ہو تو امیدوار پر لازم ہو گا کہ وہ مندرجہ ذیل دستاویزات پیش کرے:

(الف) سکول چھوڑنے کا سرٹیفکیٹ جس پر اس کی تاریخ پیدائش درج ہے؛ یا

(ب) **نیشنل ڈیٹا بیس اینڈ رجسٹریشن اتھارٹی (نادرا) کا جاری کردہ اصل اور موثر کمپیوٹرائزڈ قومی شناختی کارڈ (سی این آئی سی)؛ یا**

(ج) **حلقہ متعلقہ کونسل اتھارٹی کی جانب سے باضابطہ طور پر جاری کردہ پیدائش کا سرٹیفکیٹ۔**

13۔ امیدوار کو عمر کی بالائی حد میں چھوٹ / رعایت قانون، قاعدے اور حکومت کی پالیسی کے مطابق دی جائے گی۔

14۔ اسامیوں کی مشتہر کردہ تعداد میں اضافی اسامیاں شامل کیے جانے کی صورت میں، امیدوار کی عمر مندرجہ ذیل طریقے کے مطابق شمار کی جائے گی:-

الف۔ اصل اشتہار کے جواب میں درخواست دینے والے امیدواروں کی صورت میں ان کی عمر شمار کرنے کی تاریخ مذکورہ اشتہار میں دی گئی آخری تاریخ ہو گی۔

ب۔ ابتدائی / مقابلے کے امتحان میں شرکت کرنے والے امیدوار کے سوا جنھوں نے بعد میں دیے گئے (اصل اشتہار میں دی گئی اسامیوں کی تعداد میں اضافہ کرنے والے) اشتہار کے جواب میں درخواست دی تھی، ان کے لیے یہ تاریخ (جس تاریخ تک ان کی عمر شمار کی جاتی ہے) بعد میں دیے گئے اشتہار میں درج آخری تاریخ ہو گی۔ تاہم، **ابتدائی / مقابلے کے امتحان کے امیدواروں کی صورت میں، عمر اس سال کی یکم جنوری تک شمار کی جائے گی جس میں امتحان کا انعقاد تجویز کیا گیا ہے۔**

ج۔ ایسے امیدوار جو اصل اشتہار کی آخری تاریخ پر عمر کم ہونے کی وجہ سے درخواست نہیں دے سکے، وہ بعد میں دیے گئے اشتہار میں درج آخری تاریخ تک مطلوبہ عمر کو پہنچنے پر درخواست دینے کے اہل ہو جائیں گے۔

<u>**عمر میں رعایت**</u>

15۔ **پنجاب سول ملازمین کی بھرتی (عمر کی بالائی حد میں رعایت) قواعد، 1976 کے تحت عمر کی بالائی حد میں دی جانے والی رعایت درج ذیل** ہے:-

الف۔ کسی بھی قاعدے کے تحت تقرری کی غرض سے عمر کی بالائی حد کے مقاصد کے لیے وفاقی افواج کے ساتھ افسران / عملے، وفاقی افواج میں سرانجام دی گئی خدمات کا مکمل عرصہ ان کی عمر سے منہا کر دیا جائے گا جو 10 سال تک کی زیادہ سے زیادہ حد سے مشروط ہو گا۔

ب۔ **حکومت پنجاب کے تحت پہلے سے بطور سرکاری ملازم کام کرنے والے امیدوار کی صورت میں کسی بھی قاعدہ ملازمت میں موجود عمر کی بالائی حد کے مقاصد کی غرض سے اس اسامی کے لیے جس کا وہ امیدوار ہے اس کی مسلسل ملازمت کا عرصہ اس کی کل عمر سے منہا کر دیا جائے گا۔**

تاہم ابتدائی مقابلے کے امتحان کی بنیادوں پر پنجاب پبلک سروس کمیشن کی سفارشات پر پر کی جانے والی کسی اسامی پر بھرتی کے لیے عمر کی بالائی حد 35 سال سے زائد نہیں ہو گی۔

ج۔ پنجاب سول ملازمین کی بھرتی (عمر کی بالائی حد میں رعایت) قواعد، 1976 کے قاعدہ 2(iii) میں بیان کیے گئے معذور افراد کی صورت میں کسی اسامی پر تقرری کے لیے ملازمت / بھرتی کے قواعد میں تجویز کی گئی عمر کی بالائی حد میں 10 سال کا اضافہ کر دیا جائے گا۔

د۔ وفاقی حکومت یا وفاقی حکومت کے نیم سرکاری اور خود مختار اداروں یا صوبائی حکومت کے خود مختار اداروں اور مقامی اداروں کے ملازمین ایسی تنظیموں میں اپنی ملازمت کی مدت کے لیے عمر میں رعایت کے حق دار نہیں ہیں۔

اضافی نمبروں کا مطالبہ

16۔ اگر کوئی درخواست گزار دوران ملازمت فوت/معذور ہونے والے سول ملازم کا بیٹا/بیٹی ہونے کی بنا پر 10 اضافی نمبروں تک کا مطالبہ کرتا ہے تو اسے مندرجہ ذیل دستاویزات جمع کروانا ہوں گی:۔

الف۔ متعلقہ کارپوریشن/میونسپلٹی سے والد یا والدہ، جو بھی صورت ہو، کی وفات کا سرٹیفکیٹ۔

ب۔ ایسا سرٹیفکیٹ جس میں معذور یا متوفی سول ملازم کا نام اور عہدہ درج ہو اور جسے اُس محکمہ کی مجاز اتھارٹی نے جاری کیا ہو جہاں وہ ملازم تھا۔

ج۔ امیدوار کا بیان حلفی کہ وہ بے روزگار ہے اور اس نے نہ تو پہلے کبھی اضافی نمبروں کی رعایت لی ہے اور نہ ہی آئندہ یہ رعایت حاصل کرے گا/گی۔

د۔ امیدوار کے دیگر بھائیوں اور بہنوں کا بیان حلفی جس میں حلفیہ اقرار کیا گیا ہو کہ وہ امیدوار کے حق میں اپنے 10 اضافی نمبروں کے حق سے دست بردار ہوتے ہیں اور انھوں نے پہلے کبھی یہ رعایت حاصل نہیں کی اور نہ ہی آئندہ اس کا مطالبہ کریں گے۔

ڈ۔ نادرا کا جاری کردہ نسب نامہ جس میں اہل خانہ کی تفصیل درج ہو۔

محکمانہ اجازت نامہ

17۔ امیدوار کے سرکاری ملازم ہونے کی صورت میں، متعلقہ محکمہ کی مجاز اتھارٹی کی جانب سے باضابطہ طور پر دستخط شدہ اور مہر شدہ محکمانہ اجازت نامہ **(فارم پبلک سروس کمیشن کی ویب سائٹ** **www.ppsc.gop.pk** پر دستیاب ہے) انٹرویو کے وقت جمع کروانا ضروری ہے۔

ڈومیسائل کی شرائط

18۔ امیدواروں کے لیے ڈومیسائل کے حوالے سے مندرجہ ذیل شرائط پوری کرنا ضروری ہے:۔

- امیدوار کا ڈومیسائل سرٹیفکیٹ، درخواست وصول ہونے کی آخری تاریخ کو یا اس سے قبل صوبہ پنجاب کے متعلقہ ضلع سے جاری کردہ ہو۔ تاہم امیدوار کے آخری تاریخ سے قبل ڈومیسائل کے لیے درخواست جمع کروادی ہے اور اس حوالے سے دستاویزی ثبوت فراہم کر دیا ہے تو آخری تاریخ کے بعد جاری ہونے والا ڈومیسائل بھی قابل قبول ہوگا۔

الف۔ امیدوار کی جانب سے پیش کیا جانے والا اور جمع کروایا جانے والا سرٹیفکیٹ اسی ضلع سے ہونا چاہیے جو اس نے آن لائن درخواست کے متعلقہ کالم میں درج کیا ہے، بصورت دیگر درخواست مسترد کر دی جائے گی۔

ب۔ شادی شدہ خاتون امیدوار اپنے شوہر کے ڈومیسائل کے ضلع کا انتخاب کر سکتی ہے بشرطیکہ وہ اپنے سابقہ ڈومیسائل سرٹیفکیٹ سے دستبردار ہو چکی ہو اور ایسی صورت میں وہ اپنی شادی کے ثبوت کے ہمراہ اپنے شوہر کا ڈومیسائل سرٹیفکیٹ پیش کرے گی۔ مزید شرط یہ ہے کہ مذکورہ امیدوار کا سابقہ ڈومیسائل سرٹیفکیٹ اس امیدوار کی جانب سے مستقبل میں ڈومیسائل کے کسی دعویٰ کے لیے منسوخ متصور ہوگا۔

ج۔ آزاد جموں و کشمیر کے امیدوار جو آزاد جموں و کشمیر کے مستقل رہائشی ہیں لیکن پنجاب کا ڈومیسائل بھی رکھتے ہیں، انھیں پنجاب کے متعلقہ ضلع کے ڈومیسائل کی بنیاد پر زیر غور لایا جائے گا۔

تجربہ کا شمار

19۔ امیدواروں کا تجربہ شمار کرنے کے لیے مندرجہ ذیل معیار اپنایا جائے گا:-

الف۔ اسامی کے لیے اہلیت کی غرض سے درکار تجربہ کے تعین کے لیے امیدوار کو اپنے دعویٰ کی حمایت میں دستاویزی ثبوت پیش کرنا ہو گا۔

ب۔ سرکاری ملازمت کا تجربہ صرف اسی صورت میں قبول کیا جائے گا اگر سرٹیفکیٹ تقرر کرنے والی اس متعلقہ مجاز اتھارٹی / شخص کی جانب سے جاری کیا گیا ہو۔

ج۔ اگر کوئی امیدوار پرائیوٹ فرم / ادارے میں تجربہ رکھنے کا دعویدار ہو تو اسے انٹرویو کے وقت اس بات کا ثبوت پیش کرنا ہو گا کہ پرائیوٹ فرم / ادارہ سیکیورٹی اینڈ ایکسچینج کمیشن آف پاکستان (ایس ای سی پی) / رجسٹرار آف فرمز یا کسی دیگر ریگولیٹری اتھارٹی سے رجسٹرڈ ہے بصورت دیگر امیدوار کی درخواست مسترد کر دی جائیگی۔

د۔ سرکاری شعبے میں یا نجی شعبے کے منظور شدہ طبی ادارہ میں ہاؤس جاب کا تجربہ عملی تجربہ شمار کیا جائے گا۔

ڈ۔ ایف سی پی ایس / ایم ایس / ایف آر سی ایس / ایم ڈی میں طبی تربیت کی مدت یا بیرون ملک تعلیم کے دوران امریکن بورڈ کے ڈپلومیٹ / فیلوشپ کا تجربہ متعلقہ شعبہ کے لیے ہی شمار کیا جائے گا۔

ذ۔ متعلقہ شعبہ میں صرف وہی خصوصی / پیشہ ورانہ تجربہ شمار کیا جائے گا جو سرکاری شعبہ میں یا نجی شعبہ کے منظور شدہ اداروں میں کام کے دوران حاصل کیا گیا ہے۔

ر۔ کنٹریکٹ، موجودہ چارج، قائم مقام چارج / ایڈہاک تقرری کے حوالے سے تقرر کرنے والی اتھارٹی کی جانب سے قواعد کے تحت جاری کردہ تجربہ کا سرٹیفکیٹ قبول کیا جائے گا۔

ڑ۔ نجی اداروں کا تجربہ اسی صورت میں قبول کیا جائے گا اگر وہ ادارے ایس ای سی پی، فرمز کے رجسٹرار یا کسی دیگر ریگولیٹری اتھارٹی سے رجسٹرڈ شدہ ہے۔

ز۔ اگر اہلیت کے لیے تجربہ لازمی شرط ہو تو اعزازی حیثیت میں حاصل کیا گیا تجربہ شمار نہیں کیا جائے گا سوائے اس کے کہ مجاز اتھارٹی کی جانب سے اس ضمن میں نوٹیفیکیشن جاری کیا گیا ہو۔

ژ۔ عمومی مہارت (General Specialty) کا تجربہ کسی اسامی کے لیے مطلوبہ خصوصی مہارت (Specific Specialty) سے متعلقہ نہیں سمجھا جائے گا۔

س۔ جہاں اسامی پر اہلیت کے قواعد ملازمت میں کم سے کم تعلیمی قابلیت کے ساتھ تجربہ کو بطور لازمی شرط تجویز کیا گیا ہے۔ ایسی صورتوں میں تجربہ کا محض وہ خاص دورانیہ شمار کیا جائے گا جو امیدوار کو مجوزہ کم سے کم تعلیمی قابلیت کے حصول کے بعد حاصل ہے۔ تاہم اگر قواعد ملازمت میں یہ درج ہو کہ مجوزہ تعلیمی قابلیت سے "پہلے" یا "بعد" کا تجربہ شمار کیا جائے گا۔ ایسی صورت / صورتوں میں تجربہ ملازمت کے متعلقہ قاعدہ / قواعد کے مطابق شمار کیا جائے گا۔

مثال

پنجاب کے محکمہ تعلیم میں اسسٹنٹ پروفیسر کی اسامی کے لیے، ایم اے / ایم ایس سی کا امتحان پاس کرنے کے بعد کا کچھ تدریسی تجربہ اہلیت کی لازمی شرط ہے۔ ایسی صورت میں کمیشن امیدوار کا ایم اے / ایم ایس سی کی مجوزہ تعلیمی قابلیت حاصل کرنے کے بعد کا مخصوص تجربہ ہی شمار کرے گا۔

نوٹ: معزز سپریم کورٹ آف پاکستان نے بھی سول پٹیشن نمبر 924-ایل/2014 بعنوان پنجاب پبلک سروس کمیشن بنام مسمات نسیرہ سعید، مورخہ 27 دسمبر 2016ء کو اپنے جاری کیے گئے فیصلے میں مندرجہ بالا پالیسی فیصلہ کو برقرار رکھا ہے۔

تحقیقی تجربہ کا شمار

20- تحقیقی تجربے سے مراد اس شعبہ مہارت میں تحقیق کرنے پر صرف کیا گیا عرصہ ہے:-

الف۔ ایم فل/پی ایچ ڈی پروگرام کے حصے کے طور پر صرف کیا گیا عرصہ تحقیقی تجربے کے طور پر شمار کیا جائے گا جو ایم فل کے لیے زیادہ سے زیادہ دو سال اور پی ایچ ڈی کے لیے چار سال تک ہوگا۔

ب۔ امیدوار کا سرکاری یا منظور شدہ تحقیقی ادارے میں بطور ریسرچ اسسٹنٹ/ایسوسی ایٹ/آفیسر حاصل کردہ تحقیقی تجربہ ایسے تجربے کے طور پر قبول کیا جائے گا۔

تحقیقی مقالہ جات

21- درج ذیل کو یقینی بنایا جائے گا:-

الف۔ امیدوار کے لیے ضروری ہوگا کہ وہ جہاں اپنا درکار ہو، شائع شدہ تحقیقی مقالہ جات کی دو نقول ہائر ایجوکیشن کمیشن سے تسلیم شدہ غیر ملکی جریدوں کی فہرست کے ہمراہ درخواست جمع کروانے کی آخری تاریخ کے بعد تین دن کے اندر جمع کروائے۔

ب۔ ہائر ایجوکیشن کمیشن (ایچ ای سی) کے تسلیم شدہ جریدہ یا ایچ ای سی کی تسلیم شدہ غیر ملکی یونیورسٹی کے جریدہ میں شائع ہونے والے تحقیقی مقالہ جات مزید جانچ کیے بغیر قبول کر لیے جائیں گے۔

ج۔ کمیشن کسی امیدوار کے ایسے تحقیقی مقالہ جات قبول نہیں کرے گا جو مشتہر کی گئی اسامی کے لیے درخواستوں کی وصولی کی آخری تاریخ کے بعد کسی جریدے میں شائع ہوئے ہوں۔

د۔ ریویو آرٹیکل، کیس سٹڈیز، تراجم، پریس، کانفرنسوں میں پریزنٹیشن وغیرہ بطور تحقیقی مقالہ جات کے طور پر قابل قبول نہ ہوں گے۔

ڈ۔ اگر قواعد/اشتہار میں شرط رکھی گئی ہے کہ تحقیقی مقالہ جات صرف اصل (Principal) مقالہ نگار کے تحریر کردہ ہوں تو تحقیقی مقالہ جات کے مقالہ نگاروں کی فہرست میں دیے گئے سب سے پہلے نام کو اصل مقالہ نگار سمجھا جائے گا۔

ماہرین کی رجسٹریشن

22- ماہرین کی رجسٹریشن کے لیے مندرجہ ذیل معیار اپنایا جائے گا:-

الف۔ میڈیکل آفیسر/وومن میڈیکل آفیسر/ڈینٹل سرجن وغیرہ کی اسامیوں کے لیے درخواست دینے والے امیدوار پی ایم اینڈ ڈی سی سے کروائی گئی مکمل میڈیکل رجسٹریشن جمع کروائیں گے جس میں ان کی میڈیکل کی تمام تر تعلیمی قابلیت درج ہوگی۔

ب۔ انجینئرز اور سب انجینئرز، پاکستان انجینئرنگ کونسل ایکٹ، 1976 کے تحت پیشہ ور انجینئرز کے طور پر رجسٹریشن کا سرٹیفکیٹ جمع کروائیں گے۔

ت۔ ماہرین تعمیرات اور ٹاؤن پلانرز، پاکستان کونسل آف آرکیٹیکٹس اینڈ ٹاؤن پلانرز ایکٹ، 1976 کے تحت رجسٹریشن کا سرٹیفکیٹ جمع کروائیں گے۔

د۔ قانون سے متعلقہ اسامیوں جیسا کہ اسسٹنٹ ڈسٹرکٹ پبلک پراسیکیوٹر/ڈپٹی ڈسٹرکٹ اٹارنی اور دیگر ایسی اسامیوں کے امیدوار متعلقہ بار کونسلوں سے رجسٹریشن کا موثر سرٹیفکیٹ جمع کروائیں گے۔

ڈ۔ اسی طرح نرسوں کے لیے پاکستان نرسنگ کونسل سے رجسٹرڈ ہونا ضروری ہوگا۔

تحریری ٹیسٹ اور انٹرویو

23۔ امیدواروں کو تحریری امتحان/ٹیسٹ (جب بھی منعقد کیا جائے) میں عبوری طور پر (Provisionally) شرکت کی اجازت دی جائے گی۔ تحریری امتحان/ٹیسٹ میں کامیاب ہونے والے امیدواروں کی درخواستوں اور دستاویزات کی تفصیلی جانچ انٹرویو کے وقت کی جائے گی۔ اگر کوئی امیدوار قانون یا قواعد کے تحت نااہل ہو جاتا ہے تو اس کے تحریری امتحان/ٹیسٹ میں شرکت کرنے اور اسے پاس کر لینے کے باوجود اس کی امیدواری حیثیت منسوخ کر دی جائے گی۔

24۔ امیدواروں کو انٹرویو کے لیے عبوری طور پر طلب کیا جائے گا۔ انٹرویو کے دن امیدواروں کی درخواستوں اور دستاویزات کی تفصیلی جانچ پڑتال، اگر کوئی امیدوار قواعد کے تحت کسی بھی حوالے سے نااہل ہو جاتا ہے تو اس کی امیدواری حیثیت مسترد کر دی جائے گی۔

25۔ پریشانی سے بچنے کے لیے امیدواروں کو ان کے اپنے مفاد میں ہدایت کی جاتی ہے کہ وہ درخواست دینے سے پہلے درخواستوں کی وصولی کی آخری تاریخ سے قبل اس امر کو یقینی بنائیں کہ وہ مشتہر کیے گئے سلیکشن کے معیار اور آسامی سے متعلقہ دیگر قواعد پر پورا اترتے ہیں۔

تحریری امتحانات/ٹیسٹ

26۔ کمیشن کا امتحانی نظام دو طرح کا ہے:۔

الف۔ **تحریری امتحان۔** اگر حکومت پنجاب یا کمیشن لازمی تحریری امتحان تجویز کرے تو ایسا امتحان **"تحریری امتحان"** کہلائے گا۔

ب۔ **تحریری ٹیسٹ۔** **"تحریری ٹیسٹ"** سے مراد کمیشن کی جانب سے لیا جانے والا ایک پرچے پر مشتمل تحریری ٹیسٹ (انشائیہ یا معروضی یا دونوں) ہے۔

ج۔ **تحریری امتحان/ٹیسٹ کی اقسام اور مارکنگ**

(1) تحریری ٹیسٹ کا پرچہ تفصیلی (Descriptive)/انشائیہ طرز (Subjective Type) یا کثیر الانتخابی (Multiple Choice)، معروضی طرز (MCQs) یا دونوں پر مشتمل ہو سکتا ہے۔ نصاب اور تفصیلات پی پی ایس سی کی ویب سائٹ پر دستیاب ہیں۔

(2) کثیر الانتخابی/معروضی/ایم سی کیوز۔ پیپر میں منفی مارکنگ کی جائے گی اور ہر غلط جواب کے لیے 0.25 نمبر کاٹے جائیں گے۔

(3) ایسی آسامی کے لیے درخواست دینے والے امیدواروں سے تحریری ٹیسٹ لیا جا سکتا ہے جس کے لیے لازمی تحریری امتحان نہ رکھا گیا ہو۔ تحریری ٹیسٹ لینے یا نہ لینے کا اختیار مکمل طور پر کمیشن کو حاصل ہوگا۔

د۔ **تحریری امتحان/ٹیسٹ کے لیے اہلیت کی شرائط**

(1) امیدوار کے لیے ہر انشائیہ پرچے میں 40 فی صد نمبر لینا ضروری ہے (0.50 یا زائد نمبروں کا عدد اگلا مکمل عدد {round off} تصور کیا جائے گا)۔

(2) ایم سی کیو/معروضی پرچہ پاس کرنے کے لیے 40 فی صد نمبر درکار ہوں گے۔

(3) تحریری امتحان کی صورت میں امیدوار کو انٹرویو کا اہل ہونے کے لیے مجموعی طور پر 50 فی صد نمبر حاصل کرنا ہوں گے۔

ہ۔ **تحریری امتحان/تحریری ٹیسٹ میں امیدوار کا داخلہ** امیدواروں کو ان کی اپنی ذمہ داری پر ان کی درخواستوں کی جانچ کیے بغیر عبوری طور پر تحریری امتحان/تحریری ٹیسٹ میں داخلے کی اجازت دی جائے گی جو انٹرویو کے وقت مطلوبہ دستاویزات کی جانچ کے بعد آسامی کے لیے اہل ہونے سے مشروط ہوگی۔

ز۔ **<u>تحریری امتحان/ٹیسٹ کے لیے داخلہ نامہ (ایڈمیشن لیٹر)</u>** تحریری امتحانات/تحریری ٹیسٹوں کے داخلہ نامے اجتماعی طور پر کمیشن کی ویب سائٹ پر اپ لوڈ کر دیے جاتے ہیں۔ کسی بھی امیدوار کو انفرادی طور پر داخلہ نامہ جاری نہیں کیا جائے گا۔

ح۔ **<u>تحریری امتحان/ٹیسٹ کے وقت اصل موثر کمپیوٹرائزڈ قومی شناختی کارڈ پیش کرنا</u>**

امیدوار کی جانب سے تحریری امتحان/ٹیسٹ دینے کے لیے موثر قومی شناختی کارڈ (سی این آئی سی) پیش کرنا لازمی شرط ہے۔ تاہم کمپیوٹرائزڈ شناختی کارڈ کی میعاد ختم ہو جانے یا گم ہو جانے کی صورت میں سنٹر انچارج کے اطمینان کے مطابق اصل موثر پاسپورٹ یا سروس کارڈ یا کوئی دیگر موثر/مستند اصل دستاویز پیش کرنے کی صورت میں سنٹر کا انچارج افسر اس امیدوار کو عبوری طور پر تحریری امتحان/ٹیسٹ دینے کی اجازت دے گا۔ مزید شرط یہ ہے کہ سنٹر انچارج امیدواروں سے اس ضمن میں اقرار نامہ لے گا کہ وہ انٹرویو کے وقت اصل موثر سی این آئی سی پیش کریں گے اور ایسا نہ کرنے کی صورت میں ان کی امیدواری حیثیت منسوخ کر دی جائے گی۔ سنٹر انچارج اس اقرار نامہ کو امیدوار کی حاضری شیٹ سے لف کرے گا۔

ط۔ **<u>انٹرویو کے وقت اصل موثر کمپیوٹرائزڈ شناختی کارڈ پیش کرنا</u>**

اگر کوئی امیدوار انٹرویو کے وقت اپنا اصل کمپیوٹرائزڈ قومی شناختی کارڈ (سی این آئی سی) پیش نہیں کرتا اور متبادل موثر دستاویزات مثلاً پاسپورٹ/اصل ڈومیسائل/ڈگری/سرٹیفکیٹ جن پر امیدوار کی تصویر ہو کے ذریعے اپنی شناخت کرتا ہے تو اس کا عبوری انٹرویو کر لیا جائے گا۔ بشرطیکہ وہ ذاتی طور پر سات یوم کے اندر اپنا اصل کمپیوٹرائزڈ قومی شناختی کارڈ انٹرویو کرنے والی مجلس کے سربراہ/رکن کے روبرو ذاتی طور پر پیش کرے۔ ناکامی کی صورت میں اس کی درخواست مسترد کر دی جائے گی۔ تاہم اگر امیدوار کے پاس زائد المیعاد کمپیوٹرائزڈ قومی شناختی کارڈ (سی این آئی سی) ہو تو اس کا انٹرویو عبوری طور پر لے لیا جائے گا لیکن اگر وہ مقررہ وقت کے اندر، جو سات ایام کار سے زائد نہ ہو گا، اپنا اصل موثر کمپیوٹرائزڈ شناختی کارڈ پیش نہیں کرتا/کرتی تو اسے مسترد کر دیا جائے گا۔

ی۔ **<u>درخواست فیس جمع کروانا/آن لائن درخواست جمع کروانا</u>**

اگر امیدوار کسی مخصوص اسامی کے لیے درخواست فیس جمع کروائے لیکن اپنی آن لائن درخواست غلطی سے کسی اور اسامی کے لیے جمع کروا دے جس کے لیے اس نے درخواست فیس جمع نہیں کروائی تو چیئرمین کی حتمی منظوری سے اس کی درخواست پر اسی اسامی کے لیے غور کیا جا سکتا ہے جس کے لیے اس نے درخواست فیس جمع کروائی ہے۔ تاہم، ایک مخصوص اسامی کے لیے جمع کروائی گئی درخواست فیس کو کمیشن کی جانب سے مشتہر کی گئی کسی دیگر اسامی کے لیے تسلیم نہیں کیا جائے گا۔

ک۔ **<u>ایم سی کیو کی جوابی کاپی پر پیپر کوڈ درج کرنا</u>**

امیدواروں کے لیے ضروری ہے کہ وہ جوابی کاپی میں مقررہ جگہ پر پیپر کوڈ احتیاط سے درج اور پُر کریں۔ ایسا نہ کرنے کی صورت میں ان کی جوابی کاپی منسوخ کر دی جائے گی۔

ل۔ **<u>تحریری ٹیسٹ/امتحان کے سوال کی درستی پر اعتراض</u>**

اگر کسی سوال یا سوالات کی درستی کے حوالے سے کسی امیدوار کو کوئی اعتراض یا اعتراضات ہوں تو اسے تحریری ٹیسٹ/امتحان کے دوران یا تحریری ٹیسٹ/امتحان کے بعد اسی روز تحریری طور پر پی پی ایس سی کے نوٹس میں لایا جا سکتا ہے۔ اس کے بعد کسی سوال یا سوالات کے متعلق کوئی اعتراض زیر غور نہیں لایا جائے گا۔

نوٹ: امیدوار اپنا لکھنے کا سامان جیسا کہ پوائنٹر/پنسل، پین اور روشنائی اپنے ہمراہ لائیں۔ صرف سیاہ/نیلی روشنائی کے استعمال کی اجازت ہے۔

رائٹر اور ریڈر کی فراہمی

27۔ کمیشن معذور امیدواروں کو تحریری امتحان / ٹیسٹ کے دوران معاون فراہم کرنے کے لیے موزوں نظام کار رکھتا ہے:-

الف۔ اگر معذور امیدوار اپنے تحریری امتحان / ٹیسٹ سے کم از کم 3 روز قبل کمیشن کو درخواست کرے تو اسے کمیشن کی جانب سے رائٹر / ریڈر فراہم کیا جائے گا۔

ب۔ رائٹر کی تعلیمی قابلیت اس آسامی کے لیے تجویز کردہ قابلیت سے ایک درجہ کم ہو گی جس کے لیے تحریری امتحان یا تحریری ٹیسٹ منعقد کیا جا رہا ہے۔

ج۔ کمیشن، تحریری امتحان / ٹیسٹ کے روز رائٹر / ریڈر کے لیے کی جانے والی درخواست قبول نہیں کرے گا۔

د۔ **امیدواروں کو کمیشن کی پیشگی اجازت کے بغیر تحریری امتحان / ٹیسٹ کے لیے ان کا اپنا رائٹر / ریڈر لانے کی اجازت نہیں ہے۔**

انٹرویو کے لیے امیدواروں کو شارٹ لسٹ کرنے کا طریق کار

28۔ انٹرویو کے لیے امیدواروں کی شارٹ لسٹنگ مندرجہ ذیل بنیادوں پر کی جائے گی:

الف۔ **امیدواروں کا تعلیمی ریکارڈ**

یا

ب۔ **کمیشن کے منعقد کردہ تحریری ٹیسٹ میں حاصل کردہ نمبر**

یا

ج۔ **مندرجہ بالا (الف) اور (ب) دونوں کی بنیاد پر۔**

تمام صورتوں (ماسوائے ابتدائی / مقابلے کے امتحان) میں انٹرویو کے لیے بلائے جانے والے امیدواروں کی تعداد شمار کرنے کا فارمولا

29۔ انٹرویو کے لیے بلائے جانے والے امیدواروں کی تعداد باضابطہ مطالبہ {Requisition} میں درج آسامیوں کی تعداد پر منحصر ہو گی۔ ایک آسامی کے لیے پانچ (05) امیدواروں کو انٹرویو کے لیے بلایا جائے گا۔ انٹرویو کے لیے بلائے گئے تمام امیدواروں کے انٹرویو پاس نہ کرنے کی صورت میں چیئرمین کی پیشگی اجازت سے میرٹ لسٹ میں موجود اگلے امیدواروں کو مقررہ تناسب کے مطابق انٹرویو کے لیے بلایا جائے گا۔ تاہم چیئرمین معاملے کی نوعیت کے مطابق ہر ایک آسامی کے لیے بلائے جانے والے امیدواروں کی تعداد میں اضافہ کر سکتا ہے۔

30۔ مندرجہ بالا طریق کار خواتین، معذوروں اور اقلیتوں کے کوٹے پر انٹرویو کے لیے بلائے جانے والے امیدواروں پر بھی لاگو ہو گا۔

برابری کی صورت میں

31۔ "برابری کی صورت" میں شارٹ لسٹنگ مندرجہ ذیل طریق کار کے مطابق کی جاتی ہے:-

الف۔ **صرف تحریری ٹیسٹ کی صورت میں برابری کے کیس۔** تحریری ٹیسٹ میں مساوی نمبر حاصل کرنے والے امیدواروں کو امیدواروں / آسامیوں کے تناسب یعنی 1:5 کے تناسب سے بالاتر ہو کر انٹرویو کے لیے بلایا جا سکتا ہے۔

ب۔ **صرف تعلیمی قابلیت کی بنیاد پر برابری کے کیس۔** تعلیمی ریکارڈ کی بنیاد پر مساوی نمبر حاصل کرنے والے امیدواروں کو امیدواروں / آسامیوں کے تناسب یعنی 1:5 کے تناسب سے بالاتر ہو کر انٹرویو کے لیے بلایا جا سکتا ہے۔

اسامیوں کی تعداد میں اضافہ یا کمی

32۔ مجاز اتھارٹی کی جانب سے پی پی ایس سی ضوابط کی دفعات اور پالیسی فیصلوں کے تحت اسامیوں کی تعداد میں اضافہ یا کمی کرنے کی صورت میں، اخبارات میں نیا اشتہار یا تصحیح نامہ شائع کروایا جائے گا۔

نفسیاتی جانچ

33۔ تحریری امتحان پاس کر لینے والے امیدوار کو نفسیاتی جانچ کے لیے بلایا جائے گا۔

انٹرویو کا انعقاد

34۔ <u>انٹرویو کے لیے اہلیت کی شرائط</u> صرف انہی امیدواروں کو انٹرویو کے لیے بلایا جائے گا جو تحریری امتحان یا تحریری ٹیسٹ پاس کر چکے ہوں یا تعلیمی قابلیت کی بنیاد پر انٹرویو کے لیے شارٹ لسٹ کیے گئے ہوں یا کمیشن کے تحریری امتحان / تحریری ٹیسٹ / تعلیمی قابلیت کی بنیاد پر شارٹ لسٹنگ نہ کرنے کے فیصلے کی صورت میں تمام اہل امیدواروں کو انٹرویو کے لیے بلایا جائے گا۔ انٹرویو پاس کرنے کے لیے امیدوار کو انٹرویو میں 50 فی صد نمبر حاصل کرنا ہوں گے۔

انٹرویو لیٹر

35۔ درج ذیل امور سرانجام دیے جائیں گے:-

الف۔ مذکورہ اسامیوں کے لیے انٹرویو کا شیڈول کمیشن کی ویب سائٹ پر اپ لوڈ کیا جائے گا۔

ب۔ امیدوار اپنے انٹرویو لیٹر اور انٹرویو کی تاریخ، وقت اور جگہ سے متعلقہ معلومات پی پی ایس سی کی ویب سائٹ سے ڈاؤن لوڈ کر سکتے ہیں۔

ج۔ امیدواروں سے مراسلت صرف برقی ذرائع یعنی بذریعہ ایس ایم ایس، ای میل اور ویب سائٹ کی جائے گی۔ کسی بھی امیدوار کو انفرادی طور پر انٹرویو کی تاریخ سے مطلع نہیں کیا جائے گا۔

د۔ امیدواروں کو ہدایت کی جاتی ہے کہ وہ کسی مخصوص کیس نمبر کے حوالے سے کسی بھی طرح کی معلومات حاصل کرنے کے لیے کمیشن کی ویب سائٹ www.ppsc.gop.pk کو باقاعدگی سے ملاحظہ کریں۔

ڈ۔ کمیشن کی جانب سے مطلوبہ دستاویزات کی نقول کا مطالبہ کیے جانے کی صورت میں امیدوار وہ نقول کو رجسٹرڈ ڈاک کے ذریعے پی پی ایس سی، ایل ڈی اے پلازہ، ایجرٹن روڈ نزد ایوانِ اقبال، لاہور پر ارسال کر سکتے ہیں۔

ذ۔ کوئی مشکل پیش آنے کی صورت میں معاونت / وضاحت کے لیے امیدوار پی پی ایس سی آفس کی ہیلپ لائن پر رابطہ کر سکتے ہیں۔

اصل دستاویزات پیش کرنا

36۔ تعلیمی نمبر صرف انٹرویو کے وقت امیدوار کی جانب سے پیش کی گئی / جمع کروائی گئی اصل دستاویزات، سرٹیفکیٹس، ڈپلوموں یا ڈگریوں کی بنیاد ہی پر دیے جائیں گے۔ تاہم اگر اس وقت تک بورڈ / یونیورسٹی کی جانب سے ان مقاصد کے لیے اصل سرٹیفکیٹ / ڈپلومہ / ڈگری جاری نہ کی گئی ہو تو کمیشن بورڈ آف انٹرمیڈیٹ اینڈ سیکنڈری ایجوکیشن یا یونیورسٹی کے کنٹرولر امتحانات کا جاری کردہ عبوری سرٹیفکیٹ قبول کرے گا۔

37۔ ڈگریوں / ڈپلوموں / سرٹیفکیٹوں پر طالب علم کو دیے گئے نمبر درج نہ ہونے اور امیدوار کے ایسی ڈگریوں / ڈپلوموں / سرٹیفکیٹوں کے حوالے سے نمبروں کی تفصیل کا سرٹیفکیٹ پیش کرنے میں ناکام رہنے کی صورت میں، کمیشن ایسا امتحان پاس کرنے کے لیے تجویز کردہ نمبروں کی کم سے کم شرح / حد کے مطابق نمبر دے گا۔ مثال کے طور پر اگر نمبروں کی تفصیل کا سرٹیفکیٹ پیش نہیں کیا جاتا / جمع نہیں کروایا جاتا تو مندرجہ ذیل معیار کے مطابق تجویز کی گئی نمبروں کی کم سے کم قابل قبول شرح / حد کے مطابق نمبر دیے جائیں گے:-

الف۔ ایم بی بی ایس/بی ڈی ایس پروفیشنل امتحان کے لیے کم سے کم نمبر 50 فی صد ہیں۔ ایسوسی ایٹ ممبر آف انسٹی ٹیوٹ آف انجینئرز (اے ایم آئی ای) پر بھی اسی اصول کا اطلاق ہوتا ہے۔

ب۔ بی ایس سی (زراعت)/ایم ایس سی (زراعت) کے لیے کم سے کم نمبر 40 فی صد ہیں۔

ج۔ ایس ایس سی/ایچ ایس ایس سی،بی اے/بی ایس سی یا ایم اے/ایم ایس سی کے لیے کم سے کم نمبر 33 فی صد ہیں۔

د۔ شارٹ لسٹنگ اور انٹرویو/وائیوا کا تعلیمی میرٹ شمار کرنے کے لیے (اے) کی صورت میں 50 فی صد (بی) کی صورت میں 40 فی صد اور (سی) کی صورت میں 33 فی صد نمبر ہوں گے۔

مواقع کی تعداد

38- تحریری ٹیسٹ/تحریری امتحان/انٹرویو دینے والے امیدوار کو ہر مخصوص تحریری ٹیسٹ/تحریری امتحان/انٹرویو کے لیے اس تحریری ٹیسٹ/تحریری امتحان/انٹرویو کے لیے درجہ بندی کی گئی اسامیوں کی قسم یا زمرہ سے قطع نظر تین مواقع فراہم کیے جائیں گے، ماسوائے محکمۂ تعلیم میں لیکچراروں کی اسامیاں، جہاں کسی امیدوار کے ایک سے زائد اسامی کے لیے درخواست دینے کی صورت میں اسے ہر اس مضمون کے لیے تین مواقع دیے جائیں گے جس کے لیے وہ امیدوار ہے۔

امیدواروں کو امتحان/ٹیسٹ کی تاریخ، وقت اور جگہ سے مطلع کرنے کا طریق کار اور اس کے بعد پی پی ایس سی کا اقدام

39- امیدوار کو تحریری امتحان/ٹیسٹ کی تاریخ، وقت اور مقام سے مطلع کرنے کا طریق کار مندرجہ ذیل ہے:-

الف۔ امیدواروں سے مراسلت صرف برقی ذرائع یعنی بذریعہ ایس ایم ایس، ای میل اور ویب سائٹ کی جائے گی۔ کسی بھی امیدوار کو انفرادی طور پر امتحان/ٹیسٹ کی تاریخ سے مطلع نہیں کیا جائے گا۔

ب۔ تحریری امتحان/ٹیسٹ کا متوقع شیڈول تحریری امتحان/ٹیسٹ سے ترجیحاً 7 روز قبل کمیشن کی جانب سے ویب سائٹ پر جاری کر دیا جاتا ہے۔

ج۔ تحریری امتحان/ٹیسٹ کے اصل شیڈول کے حوالے سے امیدواروں کو اجتماعی طور پر تحریری امتحان/ٹیسٹ کی تاریخ، وقت اور جگہ سے مطلع کرنے کے لیے ای میل اور ایس ایم ایس تحریری امتحان/ٹیسٹ سے ترجیحاً 5 روز قبل بھیجا جاتا ہے جس میں پی پی ایس سی کی ویب سائٹ سے اپنی رول نمبر سلپ ڈاؤن لوڈ کرنے کی ہدایات درج ہوتی ہیں۔ اسے ویب سائٹ پر بھی جاری کیا جاتا ہے۔

د۔ تحریری امتحان/ٹیسٹ کی اصل تاریخ سے تین دن قبل امیدواروں کو تحریری امتحان/ٹیسٹ کی تاریخ، وقت اور جگہ کے بارے میں یاد دہانی کے لیے ایس ایم ایس اور ای میل کی شکل میں ایک یاد دہانی مراسلہ بھیجا جاتا ہے اور پی پی ایس سی کی ویب سائٹ پر فلیش پیغام جاری کیا جاتا ہے جس میں پی پی ایس سی کی ویب سائٹ سے اپنی رول نمبر سلپ ڈاؤن لوڈ کرنے (اگر پہلے ڈاؤن لوڈ نہ کی گئی ہو) کی ہدایات درج ہوتی ہیں۔

ہ۔ اگر امیدوار کو ویب سائٹ، ایس ایم ایس اور ای میل کے ذریعے اس کے تحریری امتحان/ٹیسٹ کے بارے میں کوئی اطلاع موصول نہ ہو تو وہ تحریری امتحان/ٹیسٹ کی مقررہ تاریخ سے کم از کم 3 روز قبل پی پی ایس سی کے یو اے این نمبر (042-111-988-722)، پی پی ایس سی آفس کے فون نمبر (99202761-62) سے اپنے سٹیٹس کی تصدیق کر سکتا/سکتی ہے۔

40۔ تحریری امتحان / ٹیسٹ میں پاس ہونے والے تمام امیدواروں کو مبارک باد کی ای میل بھیجی جاتی ہے جس میں انہیں تصدیق کے لیے چند ہدایات دی جاتی ہیں۔

الف۔ مبارک باد کی ای میل کے 2 روز بعد مندرجہ ذیل ایس ایم ایس اور ای میل تمام امیدواروں کو بھیجی جاتی ہے:۔

آپ کو ہدایت کی جاتی ہے کہ اپنی ای میل میں درج دستاویزات کی نقول کا ایک سیٹ ــــــ تک جمع کروائیں، ایسا نہ کرنے کی صورت میں آپ کو انٹرویو کے لیے نہیں بلایا جائے گا۔

ب۔ دستاویزات جمع کروانے کے لیے مقررہ تاریخ سے تین روز قبل، امیدواروں کو ایس ایم ایس / ای میل کے ذریعے مندرجہ ذیل یاددہانی مراسلہ بھیجا جاتا ہے:

آپ کو یاددہانی کروائی جاتی ہے کہ مطلوبہ دستاویزات کی نقول کا ایک سیٹ، جیسا کہ آپ کو قبل ازیں ویب سائٹ، ایس ایم ایس اور ای میل کے ذریعے مطلع کیا گیا ہے ــــــ تک لازماً ارسال کریں، ایسا نہ کرنے کی صورت میں آپ کی درخواست مسترد تصور ہو گی۔

ج۔ تحریری امتحان / ٹیسٹ کی تاریخ سے ایک روز قبل امیدواروں کو مطلع کرنے کے لیے ویب سائٹ الرٹ جاری کیا جاتا ہے۔

<u>امیدواروں کو انٹرویو کی تاریخ، وقت اور جگہ سے مطلع کرنے کا طریق کار</u>

41۔ **<u>تحریری ٹیسٹ کے بغیر انٹرویو کا انعقاد</u>**۔ درخواست موصول ہونے کی آخری تاریخ کے بعد دو دن کے اندر اندر انٹرویو کے انعقاد کے فیصلے کے بعد، چاہے وہ فیصلہ درخواستوں کی جانچ پڑتال سے قبل یا جانچ پڑتال کے بعد یا صرف تعلیمی ریکارڈ کی بنیاد پر امیدواروں کی شارٹ لسٹنگ کے ذریعے کیا جائے، امیدواروں کو ویب سائٹ، ای میل اور ایس ایم ایس کے ذریعے درج ذیل ہدایات جاری کی جاتی ہیں:۔

الف۔ تمام امیدواروں کو ای میل اور ایس ایم ایس بھیجا جاتا ہے جس میں امیدواروں کو اپنی دستاویزات کی نقول کا ایک سیٹ پیغام ملنے کے 7 روز کے اندر یا ــــــ تک لازماً جمع کروانے کی ہدایت کی جاتی ہے۔

ب۔ دستاویزات جمع کروانے کی مقررہ تاریخ سے تین روز قبل امیدواروں کو ویب سائٹ، ای میل اور ایس ایم ایس کے ذریعے ایک یاددہانی مراسلہ بھیجا جاتا ہے جس میں انہیں ہدایت کی جاتی ہے کہ وہ مطلوبہ دستاویزات کی نقول کا ایک سیٹ، جیسا کہ قبل ازیں ویب سائٹ، ایس ایم ایس اور ای میل کے ذریعے انہیں مطلع کیا گیا ہے، ــــــ تک لازماً ارسال کر دیں، ایسا نہ کرنے کی صورت میں ان کی درخواست مسترد تصور ہو گی اور بعد ازاں کوئی عرضداشت زیرِ غور نہیں کی جائے گی۔

<u>امتحان / ٹیسٹ کے بعد انٹرویو کا انعقاد</u>

42۔ درج ذیل کو یقینی بنایا جائے گا:۔

الف۔ انٹرویو سے کم از کم 7 روز قبل متوقع انٹرویو شیڈول پی پی ایس سی کی ویب سائٹ پر جاری کیا جاتا ہے۔

ب۔ انٹرویو کی مقررہ تاریخوں سے کم از کم 6 روز قبل امیدواروں کو پی پی ایس سی کی ویب سائٹ سے اپنا انٹرویو لیٹر ڈاؤن لوڈ کرنے کی ہدایات کے ساتھ ای میل اور ایس ایم ایس بھیجا جاتا ہے جس میں انہیں انٹرویو کی تاریخ، وقت اور جگہ سے مطلع کیا جاتا ہے۔

ج۔ اگر امیدوار کو کسی وجہ سے انٹرویو کی مقررہ تاریخ سے 3 روز قبل تک ویب سائٹ، ایس ایم ایس اور ای میل کے ذریعے اپنے انٹرویو کے بارے میں اطلاع موصول نہ ہو تو وہ پی پی ایس سی کی ویب سائٹ، یو اے این نمبر 3-988-111-042 (722)، پی پی ایس سی آفس کے فون نمبر (62-99202761) سے اپنے سٹیٹس کی تصدیق کر سکتا / سکتی ہے۔

د۔ انٹرویو کی اصل تاریخ سے دو روز قبل امیدواروں کو انٹرویو کی تاریخ، وقت اور جگہ کے بارے میں یاددہانی کے لیے ایس ایم ایس اور ای میل کی شکل میں ایک یاددہانی مراسلہ بھیجا جاتا ہے اور پی پی ایس سی کی ویب سائٹ پر فلیش پیغام جاری کیا جاتا ہے جس میں پی پی ایس سی کی ویب سائٹ سے اپنا انٹرویو لیٹر ڈاؤن لوڈ کرنے (اگر پہلے ڈاؤن لوڈ نہ کیا گیا ہو) کی ہدایات درج ہوتی ہیں۔

ڈ۔ انٹرویو شیڈول سے ایک روز قبل امیدواروں کی اطلاع کے لیے ویب سائٹ الرٹ جاری کیا جاتا ہے۔

ڈ۔ اگر کسی امیدوار کو کسی وجہ سے اطلاع موصول نہ ہو یا ہنگامی حالات ہوں تو وہ اپنی شکایات کے ازالے کے لیے فون نمبر 62- 99202761 پر پی پی ایس سی کے سیکرٹری سے رابطہ کر سکتا/سکتی ہے۔

میرٹ لسٹ

43۔ <u>میرٹ لسٹ کا موثر رہنا۔</u> متبادل امیدواروں کی سفارش کے لیے میرٹ لسٹ پہلی سفارش کے اجرا کی تاریخ سے صرف بارہ ماہ تک یا کمیشن کو اسی اسامی کے لیے اگلے باضابطہ مطالبہ (Requisition) کی تاریخ تک، جو بھی پہلے ہو، موثر رہتی ہے تاہم موثر رہنے کے عرصے کے دوران متبادل امیدواروں کے لیے درخواست موصول ہونے لیکن کسی وجہ سے میرٹ لسٹ جاری نہ ہو پانے کی صورت میں چیئرمین اپنی صوابدید پر ایسی درخواستیں نمٹانے کے لیے میرٹ لسٹ کے موثر رہنے کے دورانیے میں توسیع کر سکتا ہے۔

44۔ <u>سفارش کردہ امیدواروں کا متبادل۔</u> اگر متعلقہ محکمہ میرٹ لسٹ کے موثر رہنے کے عرصہ کے دوران درخواست کرے تو پی پی ایس سی موجودہ میرٹ لسٹ میں سے متبادل امیدوار فراہم کرے گا اگر سفارش کردہ امیدوار:

الف۔ کسی بھی وجہ سے اسامی کو جوائن کرنے میں ناکام رہا ہے یا

ب۔ جوائن کرنے کے بعد یہ استعفیٰ پیش کر دے یا

ج۔ کسی وجہ سے محکمے کی جانب سے برطرف کر دیا گیا ہے یا

د۔ طبی طور پر نااہل قرار دے دیا گیا ہے یا

ہ۔ تقرر کرنے والی اتھارٹی نے پنجاب سول ملازمین (تقرری اور شرائط ملازمت) قواعد 1974 کے قاعدہ 21-اے(2) کے تحت تقرر نامہ {Appointment Letter} جاری کرنے سے انکار کر دے۔

سفارش واپس لینا

45۔ کمیشن قانون کے تحت کسی بھی وقت منتخب کردہ امیدوار کی سفارش واپس لینے کا مجاز ہے اگر وہ بعد ازاں کسی وجہ سے اس اسامی کے لیے نااہل پایا گیا/گئی ہو۔

نقل کرنے/ہدایات کی خلاف ورزی کرنے یا جھوٹی معلومات فراہم کرنے پر امیدواروں کے خلاف کارروائی

46۔ امیدوار کو پی پی ایس سی کی جانب سے کسی اسامی کے لیے منعقد کیے گئے یا منعقد کیے جانے والے کسی تحریری امتحان/ٹیسٹ یا انٹرویو کے لیے نااہل قرار دیا جا سکتا ہے یا روک دیا جا سکتا ہے اگر وہ نقل کرنے/وقتاً فوقتاً جاری کردہ ہدایات کی خلاف ورزی کرنے یا کمیشن کو جھوٹی معلومات فراہم کرنے کا قصوروار پایا گیا/گئی ہو۔

متفرق

47۔ <u>درخواست نمبر گم ہو جانے کی صورت میں کیسے حاصل کیا جائے۔</u>

الف۔ اگر آپ سے آپ کا درخواست نمبر گم ہو جائے تو آپ اسے پی پی ایس سی کی ویب سائٹ کا مندرجہ ذیل لنک استعمال کر کے حاصل کر سکتے ہیں۔

http://www.ppsc.gop.pk/UsersReg/CheckApplicationNo.aspx

ب۔ مندرجہ بالا یو آر ایل کھولیں اور اپنا شناختی کارڈ نمبر درج کریں اور "Find Application Number" کے بٹن پر کلک کریں۔ آپ کا درخواست نمبر ان تمام اسامیوں سمیت جدول کی شکل میں سامنے آ جائے گا جن کے لیے آپ پی پی ایس سی میں درخواست دے چکے ہیں۔ آپ اپنا مطلوبہ نمبر یہاں سے حاصل کر سکتے ہیں۔

ج۔ یہ درخواست نمبر مندرجہ ذیل مقاصد کے لیے درکار ہے:-

(1) درخواست میں ترمیم کرنے کے لیے (آن لائن درخواست دینے کے بعد)

(2) سنگل پیپر ای ایم سی حاصل کرنے کے لیے۔ انٹرویو کے بعد

(3) ایم سی کیوز۔ پیپر کا ڈی ایم سی حاصل کرنے کے لیے۔انٹرویو کے بعد

48۔ کسی بھی طرح کی معلومات/شکایات کے لیے برائے مہربانی یو اے این نمبر (042-111-988-772)، پی پی ایس سی آفس فون نمبر 99202761-62 پر رابطہ کریں۔ کسی وجہ سے کال نہ ملنے کی صورت میں اُمیدوار مندرجہ ذیل ای میل ایڈریس پر ای میل کے ذریعے کمیشن سے رابطہ کر سکتے ہیں:-

نمبر شمار	موضوع متعلقہ	دفتری ای میل ایڈریس
1	عام معلومات	ppsc@punjab.gov.pk
2	تکنیکی معلومات	dir.it@ppsc.gop.pk
3	بھرتی سے متعلق معلومات	dda@ppsc.gop.pk ddb@ppsc.gop.pk ddc@ppsc.gop.pk ddd@ppsc.gop.pk dde@ppsc.gop.pk ddf@ppsc.gop.pk ddg@ppsc.gop.pk ddh@ppsc.gop.pk ddj@ppsc.gop.pk ddk@ppsc.gop.pk ddm@ppsc.gop.pk
4	تحریری امتحان/ٹیسٹ سے متعلق معلومات	deputy.secy@ppsc.gop.pk
5	خاتون اُمیدواران	dir.monitoring@ppsc.gop.pk

موبائل نمبر کی تبدیلی

49۔ اگر کوئی اُمیدوار آن لائن درخواست میں پہلے سے دیا گیا موبائل نمبر تبدیل کرتا ہے تو وہ محفوظ شدہ درخواست، اصل اور مصدقہ شناختی کارڈ کی ایک نقل، نئے موبائل نمبر، درخواست نمبر اور آسامی کے نام (جس کے لیے درخواست دی گئی ہے) کے ہمراہ بذریعہ ڈاک ارسال کرے گا/گی۔ درخواست سیکرٹری، پی پی ایس سی کے نام بھیجی جائے گی۔ پی پی ایس سی کو اطلاع دیے بغیر تبدیل کیے گئے موبائل نمبر کی صورت میں کمیشن اُمیدوار کو کسی بھی قسم کی اطلاع دینے کا ذمہ دار نہ ہوگا۔

تحریری امتحان/ٹیسٹ کے مراکز میں مندرجہ ذیل آلات لے جانے کی اجازت نہ ہوگی:-

50۔ پی پی ایس سی درج ذیل کی ہرگز اجازت نہیں دے گا:-

الف۔ اُمیدواروں کو کمرۂ امتحان میں اور انٹرویو کی جگہ پر موبائل فون یا ایسے آلات لے جانے کی اجازت نہ ہوگی۔

ب۔ اگر کوئی امیدوار امتحانی مرکز میں موبائل فون یا ایسے آلات استعمال کرتا ہوا پایا جائے تو سپروائزر کی جانب سے اس کے موبائل فون یا آلے کے ساتھ ساتھ اس کا پرچہ بھی ضبط کر لیا جائے گا اور ڈیوٹی پر موجود پی پی ایس سی کے رکن کے حوالے کر دیا جائے گا۔

ج۔ اگر موبائل فون یا ایسے آلہ کے ذریعے نقل کیا جانا ثابت ہو جائے تو پی پی ایس سی کا رکن/مقام کا انچارج، مرکز کے سپروائزر کو نقل کرنے والے امیدوار کے خلاف ایف آئی آر درج کروانے کی ہدایت کرے گا اور پی پی ایس سی اسے پی پی ایس سی ضوابط/پالیسی فیصلوں کے مطابق سزا دینے کے لیے کارروائی بھی کرے گا۔

انتباہ

براہ مہربانی کسی بھی ایسے شخص سے رابطہ نہ رکھیں جو آپ کو پنجاب پبلک سروس کمیشن کے ذریعے ملازمت دلوانے کی پیشکش کرے کیونکہ پی پی ایس سی کا سسٹم اس قسم کی خلاف ورزی اور بدعنوانی کی اجازت نہیں دیتا۔ اپنی قابلیت پر اعتماد کریں اور اللہ (سبحانہ وتعالیٰ) پر بھروسہ رکھیں۔ اگر کوئی مشکوک شخص تحریری امتحان/ٹیسٹ یا انٹرویو میں کوئی ناجائز رعایت فراہم کرنے کے لیے رابطہ کرے تو براہ مہربانی کمیشن کے مندرجہ ذیل معزز اراکین سے فوری طور پر رابطہ کریں:-

1۔ امتیاز احمد خان، رکن پی پی ایس سی، (ای میل:member17@ppsc.gop.pk، فون:042-99202756)

2۔ امجد جاوید سلیمی، رکن پی پی ایس سی، (ای میل:member6@ppsc.gop.pk، فون:042-99202751)

آپ کا نام صیغہ راز میں رکھا جائے گا اور آپ سے کوئی تعصب نہیں برتا جائے گا۔

نوٹ: اردو میں دی ہوئی ہدایات میں کسی قسم کے ابہام یا کمی بیشی کی صورت میں انگریزی میں دی ہوئی ہدایات ملاحظہ کریں۔ انگریزی ہدایات حتمی تصور کی جائیں گی۔

دستاویز کا اختتام

سیکرٹری

پنجاب پبلک سروس کمیشن-لاہور

یو اے این : 042-111-988-722

How to Solve Multiple Choice Questions (MCQs) Correctly:

The following mentioned are the few multiple choice test tricks and strategies on how to pass a multiple choice test without studying.

1. Deterring conventional wisdom: Many individuals who take up objective type questions have the habit of guessing the middle option as the answer if they do not know. They also avoid answers which show none, all, always and never. This conventional wisdom will never help throughout the exam and so ignoring conventional wisdom is vital for answering a multiple choice answer.

2. Abolishing incorrect ones: For answering a multiple choice question, it is a fact that the multiple options are formatted in a tough manner. All the options seems to be right in some aspect and so the test taker can pick out the wrong answers first and then choose the right answer.

3. True or false test: Read the question carefully and if you're muddled by looking at the options, give each option a true or false test. Cross out the false answers and by this way the most appropriate answer can be found out.

4. Handling all of the above: In a multiple choice question when there is an option as "all of the above" be careful in answering such type of question. Check to see if more than two options are right, if so the choice can be opted.

5. Check the sentence: When your question ends with 'a', 'an' or 'the', then the answer should start appropriate to the article and hence correct answer can be chosen appropriately. Though this does not stand true for all questions, but can help for few which has articles in it . Few questions in English can be handled this way for picking the right option.

6. Longest options: In the midst of many questions when you find options with variable size of answers, pick the longest answer. It is a fact that the question designers cannot format very short answers.

7. Patterns and similarities: When there are options with many variables and so, look out for the options and its patterns and similarities. Pick choices which have the same patterns and leave out the outliners so that the nearest or right answer is picked.

8. Middle order: The middle order option is something which should be chosen, for example if the options are 100,150, 200, and 250 then choosing 150 or 200 can be the right choice. In such cases mostly, right answers are lesser than the maximum and higher than the lowest.

9. First impression: Always remember that the first impression is the best one. Once you have read the question, pick the right answer immediately. As you keep on reading the options there is a chance to choose the wrong option.

10. Chary (Careful, Cautious) reading and understanding: Test takers should make sure to read the question carefully though it is a timed test. Many individuals waste time without reading the question, hence it is important to read the question carefully and understand what is required.

11. Practicing: Practising well for exam is one way to score maximum. Past test papers, practice exams or study guides can give you an idea on how to answer MCQs.

12. Planning time: In order to use time appropriately, answer the questions for which you know the answers. For ones which you have a doubt, leave the doubtful question and skip over, at the end again read out the questions which you have not answered and complete the question paper. By this way your confidence is elevated and you also find more time for hard questions.

13. Focusing on keywords: The keywords in the question are to be identified and underlined which helps to narrow down the meaning. By this way the right option will match each and every part of the stem of the question. For the same paying attention to qualifiers, superlatives, negatives are important.

14. Pick the answer first: Once the question is read, formulate the answer in your mind rather than looking into the options. Once you have formulated the answers, look into the options and you can find the answer you formed.

15. Trust instincts: You may have opted for first option based on your first impression, you can also change the answer if you think another response is right. A concrete reasoning is mandatory to make any changes and not just feeling.

16. Number games never work all the time: Playing the odd doesn't work out all the time and so playing with such type of methods can be avoided. Guess work and game play with multiple type questions can be avoided as they do not work well all the time.

17. Learn from mistakes: It is always a good idea to learn from your mistakes. Once the paper is returned back to you, review the answers and find out the reason for the mistakes taken place. Reason out if it is the question pattern or study material which has made you to pick an incorrect answer. By this way mistakes in future can be avoided.

18. Answers hid in questions: A complete reading of the question paper is one way to find out few answers, this is because for some questions answers are found in the question itself. The questions may have a link and answers within it too.

19. Eliminate grammatically wrong answers: It is a good way to eliminate grammatically wrong answers in a multiple choice question. The answers would never make sense and hence grammatically wrong answers can be avoided.

20. Opposites can be the right answer: In a multiple choice paper, if two options are complete opposites then there is a chance that one of them might be the answer. It is actually a trick used by the professors to check the knowledge of the students in the subject.

21. Single word in many options: There are many questions where one word appears in more than one options. The answer must be one of those choices which have the same word. In this context eliminate the odd one and choose from the similar options.

22. Unrelated answers: Once the question is read the options would have answers related to the question, if there are answers which are unrelated to the question then they can be eliminated as wrong answer.

23. Proper preparation: It is true that multiple choice questions concentrate on minute details in the subject which cannot be retained in mind effectively. Preparing at an early stage is what a multiple choice exam requires. Frequent review and early preparations are ways to hack the multiple choice exercises instead of tricks and guess work.

24. Schduling: It is mandatory for intense preparation for any multiple choice paper, it would be advisable to pay attention to terms and concepts, observations, ideas and lot more. These tips are important as this would be the ones which most commonly appear in the exams. You can also make lists and tables of important ideas or events which makes learning easier.

25. Do not guess all the time: Almost all students guess most of the time for a multiple choice answers but guessing would not be apt for negative marking questions. Avoid guess work for negative marking questions as they may lower your final total.

Conclusion: These are a few hints which can be followed for answering multiple choice questionnaire, but these tips are not complete100% true to yield successful results. These are a few tricks to handle the questions. They work for some situations but not completely for all exams, all time and all scenarios. Prior preparations and training are mandatory aspects for any multiple choice exams. The skill to tackle a multiple choice test paper is mandatory and hence good preparation on the subject along with these techniques is required to win over such exams. Test takers and students can run through these tips with proper preparation and hack their multiple choice exams in the right manner rather than believing in guess work.

MCQs Test Taking Tips & Strategies

Some useful tips and strategies to solve the MCQs are given below:

Read the entire question: Read a multi-choice question in its entirety before glancing over the answer options. Students often think they know what a question is asking before reading it and jump straight to the most logical answer. This is a big mistake and can cost you dearly on multiple-choice exams. Read each question thoroughly before reviewing answer options.

Answer it in your mind first: After reading a question, answer it in your mind before reviewing the answer options. This will help prevent you from talking yourself out of the correct answer.

Eliminate wrong answers: Eliminate answer options which you're 100 percent sure are incorrect before selecting the answer you believe is correct. Even when you believe you know the right

answer, first eliminating those answers you know are incorrect will ensure your answer choice is the correct choice.

Use the process of elimination: Using the process of elimination, cross out all the answers you know are incorrect, then focus on the remaining answers. Not only does this strategy save time, it greatly increases your likelihood of selecting the correct answer.

Read every answer option: Read every answer option prior to choosing a final answer. This may seem like a no brainer to some, but it is a common mistake students make. As we pointed out in the previous section, there is usually a *best* answer to every multiple-choice question. If you quickly assume you know the correct answer, without first reading every answer option, you may end up not selecting the *best* answer.

Answer the questions you know first: If you're having difficulty answering a question, move on and come back to tackle it once you've answered all the questions you know. Sometimes answer easier question first can offer you insight into answering more challenging questions.

Make an educated guess: If it will not count against your score, make an educated guess for any question you're unsure about. (Note: On some standardized tests incorrect answers are penalized. For example, a correct answer may be worth 2 points, an unanswered question 0 points, and an incorrect answer -1 points. On these tests, you can still make an educated guess, but only when you're able to eliminate at least one or two incorrect answers.)

Pay attention to these words: Pay particularly close attention to the words *not, sometimes, always,* and *never*. An answer that includes *always* must be irrefutable. If you can find a single counterexample, then the answer is not correct. The same holds true for the word *never*. If an answer option includes *never* a single counterexample will indicate the answer is not the correct.

It's usually best to stick with your first choice–but not always: It is best to stick with the answer you first chose after reading the question. It is usually counterproductive to constantly second guess yourself and change your answer. However, this doesn't mean your first answer choice is necessarily the correct answer choice. While multiple choice tests aren't usually intentionally designed to trick or confuse students, they are designed test students' knowledge and ability. To this end, the answer options provided will often include the *the most common wrong answer* among the choices or answers that seem logical but are ultimately incorrect, or the *best* answer.

"All of the above" and "None of the above": When you encounter "All of the above" and "None of the above" answer choices, do not select "All of the above" if you are pretty sure any one of the answers provided is incorrect. The same applies for "None of the above" if you are confident that at least one of the answer choices is true.

When there are seemingly two correct answers: When two answers are correct in a multiple choice question with an "All of the above" option, then it's probably the correct choice.

Place your bet on the positive option: In most cases, a positive option is probably true if there is also a negative one.

The more information... the better: More often than not, the correct answer usually contains more information than the other options. This is good to know if you must guess.

Instructions for Computerized Answer Sheet

1. First of all, the roll number and your first name have to be filled out. You must write your name and roll number in block letters.
2. Every question contains four or five choices in the form of A, B, C, D, and E. Only one out of them is correct. Your answer sheet has five boxes A B C D and E for each question. Select the correct answer and blacken box of the corresponding letter completely and darkly. For example:

   ☛ **What is the total area of the world?**

   (A) 2.55 billion years (B) **4.55 billion years✓**
   (C) 6.55 billion years (D) 8.55 billion years

The correct answer is B, so shade the answer in this manner.

A	**B**	C	D

****

Information about Punjab Higher Education Department

Overview - What HED Does:

Higher Education Department, (HED) is responsible for education, learning and related services for students, as well as Faculty/ teaching & non-teaching staff, serving in Public and Private Institutions in the province of Punjab. Its aim is to achieve a highly educated society; where educational opportunities are equally available for all young people in Pakistan, no matter what their social, ethnic, and cultural background or family circumstances are.

Our Vision:

To promote development of an enlightened and prospering Punjab by reinforcing knowledge economy along with a focus on equitable and quality learning. The realization of the higher education department's vision of "enlightened and prospering Punjab by reinforcing knowledge economy" rests on the shift from access to quality which is evident from the key initiatives it has taken in recent past.

Our Mission:

Improving quality of teaching, research and innovation, enhancing creativity and entrepreneurship and promoting equity, access, social cohesion and responsible citizenship.

Our Priorities:

- Establish Knowledge Park Lahore (KPL)
- Establish Bio Park/Science Research Park at Provincial Metropolis
- Organize International Education Expo (2014)
- Arrange Book Fair 2014
- Revise and Reform the Educational Curriculum as E-text
- Faculty Development Programme
- Celebration of Anti-Corruption Week
- Reduce Bureaucratic Monopoly and Improve Accountability
- Train and Develop the Professionals/ Faculty who work with students.
- Improve Quality Assurance Services (QAS) for college students
- Make HED as citizen centric Organization
- Assure prompt Capacity Building/ Provision of Missing Facilities in institutions.

Who We Are:

We are a Ministerial Department with a strong network of field offices to ensure compliance of Executive decisions. Currently HED operates through a network of one field headquarter, i.e., Directorate of Public Instructions Colleges Punjab, 09 Divisional Directorates, 37 District Directorates managing more than 750 colleges in Punjab.

Moreover, nine Boards of Intermediate and Secondary Education (BISE) for examination purposes, each at divisional headquarters are, working under the umbrella of HED. In addition to that more than 50 Public/ Private Sector Universities and 26 autonomous institutions are also operating under the supervision of HED.

History:

In 1947, the Directorate of Public Instructions, was the highest office of Education Department, under the supervision of Chief Secretary, Punjab . However, the Education Department under the administration of Secretary Education started functioning in West Pakistan province in 1955

Higher Education Department is relatively a new department bifurcated from School Education Department of Government of the Punjab in 2008. In recent years, a renewed surge has been witnessed towards education reforms and development at national as well as provincial level

Higher Education Department is relatively a new department separated from the Education Department of Government of the Punjab.

Objectives:

The basic aim of HED is not only to cater the educational needs of the target population i.e. the students, but also broaden their vision and mental horizon in order to equip them to deal better with the academic and economic challenges of the modern world.

The realization of the higher education department's vision of "enlightened and prospering Punjab by reinforcing knowledge economy" rests on the shift from access to quality, and for realization of this vision the department has outlined following objectives:

Improve Quality of Higher Education

- Increase number of skilled faculty
- Enhance quality of assessment system
- Increase market relevance of higher education programs

Expand Access

- Increase in number of students enrolled at college/university level

Enhance Equity

- Create opportunities for all income groups, social classes and genders
- Introduce a financial aid (loan) scheme in HEIs
- Increase number of need-based scholarships
- Create special opportunities for remote areas

Strengthen Governance and Management

- Raise students commitment to higher education
- To improve Infrastructure and Resource Provision

Functions:

The department of Higher Education Punjab has administrative and financial control of the multi-tier Higher Education sector in the Punjab. It manages 517 colleges with general as well as specific programs in 37 districts of the province. It also supervises 09 Boards of Intermediate and Secondary Education 17 Public Sector Universities and 26 Autonomous Educational Professional Institutions of Higher Education, Commerce Colleges.

The mandate of HED as identified in the Rules of Business 1974 is as follows:

- College Education General (Post-Matric to Post Graduate Level)
- Universities and University Education excluding Agricultural University, Faisalabad
- Co-ordination of schemes for higher studies abroad
- Grant of scholarships
- Promotion of scientific research
- Organization of all Public Libraries including Municipal and other Libraries and to keep liaison with Universities, Colleges and Special Libraries for improving the standard of research and scholarship and further development of library science
- Ancient manuscripts and historical records
- Promotion of Sports
- Service matters except those entrusted to Services General Administration & Information Department
- Purchase of stores and capital goods for the Department
- Improvement of scientific, technological and professional education

Our Message

- I am extremely delighted to welcome you to the website of Higher Education Department. These pages are being introduced to assist you in acquiring the basic and the necessary information about the department. We assure you, that we will keep on improving and updating this information, as and when required, and will try to give response on your time to time queries.
- The Higher Education Department is performing and delivering, within the meager resources available, covering a diversified network of activities based on promoting the cause of Higher Education. It is linked with other provinces and the Federal Government to further enhance the said cause. This is a gigantic task, sometimes leading to the generation of the multifarious nature of problems which requires

resetting the objectives according to the dynamic environment. We are hopeful that with the promotion of higher education and research, we will be in a position to resolve our National Issues vis a vis their linkage with the International horizon.

Attached Department:

Directorate of Public Instruction Colleges (Punjab) is a an attached department that performs a coordinating role between the secretariat and the district education office, and an augmenting role in policy formulation, administrative as well as financial matters.

DPI is assisted by an Additional DPI, and four directors [Planning, Academic, Administration (M) Administration (F)].

Key functions performed by the DPI Colleges can be listed as following:

- Implement government policies, directions and orders
- To assess the needs and requirements of the colleges and provision of funds, staff and buildings
- To assist the government in formulating policies in respect of academics, financial and administrative matters
- To act as coordinator between the government and other agencies including the Director /District Education Officers Colleges
- Maintenance of the career record of teaching staff of colleges(BPS 17, 18, 19 &20) and preparation of their promotion
- Administer inter, degree and post-graduate colleges
- Arrangements for teacher training
- Registration of private colleges
- Conduct of inquiries
- Settlement of audit paras
- Technical and administrative inspection of colleges
- Inter-district transfers of teaching and non-teaching staff up to BPS 19
- Sanction of Leave up to maximum of 365 days up to BPS 20, except ex-Pakistan leave

Divisional Directorates & Deputy Director Colleges

Higher Education sector has been administratively reconfigured by Divisional Directorates. The province is divided in 09 divisional directorates, with Director Colleges performing a supervisory role in the constituent districts. The key role of the DE Colleges is to maintain a liaison between field and administrative offices.

Deputy Director Colleges

The office was originally introduced under the LGO 2001 and key functions of the office included:

- Implement government policies
- Distribute budgetary grants to Colleges
- Prepare feasibility reports for up gradation of colleges and introduction of new subjects
- Prepare ADP schemes
- To maintain career records of the teaching and non-teaching staff up to BPS 17 within the district
- To award scholarships to eligible students
- To decide pension issues of employees up to BPS 18
- Appoint staff up to BPS 15 within the district
- Transfer teaching/non teaching staff up to BPS 19 within the district
- Monitor student affairs
- Promotion, move-over, selection grade issue of non-teaching staff up to BPS 15
- Sanction of leave not exceeding 90 days except study leave and ex-Pakistan leave up to BPS 19
- Issuance of NOC for passport Sanction of GP fund advance up to BPS 20
- Grant of relaxation (up to 5 years) in upper age limit for admission
- Grant of relaxation (up to 3 years) in upper age limit for recruitment (BPS 1 to BPS 15)

SAMPLE MCQ ANSWER SHEET

PUBLIC SERVICE COMMISSION

Name: ______________________________

Father's Name: ______________________________

Post Applied For: ______________________________

C.N.I.C. No: | | | | | | | | | | | | | | | |

Exam. Centre: ______________________________

______________________ Domicile: ______________________

INSTRUCTIONS	Example	
	Right	Wrong
• Use Black Marker.	1. Ⓐ Ⓑ ● Ⓓ	1. ● Ⓑ ● Ⓓ
• Fill the circle completely.		2. Ⓐ ◐ Ⓒ Ⓓ
• Make no stray marks.		3. Ⓐ Ⓑ ◓ Ⓓ
• Filling or partially filling more than one circle shall be considered a wrong answer.		4. Ⓐ Ⓑ Ⓒ ⊕

Mention Paper Code here and fill the relevant circle: [ ]

Paper Code: Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ Ⓕ

For Office Use Only

ROLL NUMBER

ROLL NUMBER

①	①	①	①	①
②	②	②	②	②
③	③	③	③	③
④	④	④	④	④
⑤	⑤	⑤	⑤	⑤
⑥	⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦	⑦
⑧	⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨	⑨
⓪	⓪	⓪	⓪	⓪

1. Ⓐ Ⓑ Ⓒ Ⓓ	26. Ⓐ Ⓑ Ⓒ Ⓓ	51. Ⓐ Ⓑ Ⓒ Ⓓ	76. Ⓐ Ⓑ Ⓒ Ⓓ
2. Ⓐ Ⓑ Ⓒ Ⓓ	27. Ⓐ Ⓑ Ⓒ Ⓓ	52. Ⓐ Ⓑ Ⓒ Ⓓ	77. Ⓐ Ⓑ Ⓒ Ⓓ
3. Ⓐ Ⓑ Ⓒ Ⓓ	28. Ⓐ Ⓑ Ⓒ Ⓓ	53. Ⓐ Ⓑ Ⓒ Ⓓ	78. Ⓐ Ⓑ Ⓒ Ⓓ
4. Ⓐ Ⓑ Ⓒ Ⓓ	29. Ⓐ Ⓑ Ⓒ Ⓓ	54. Ⓐ Ⓑ Ⓒ Ⓓ	79. Ⓐ Ⓑ Ⓒ Ⓓ
5. Ⓐ Ⓑ Ⓒ Ⓓ	30. Ⓐ Ⓑ Ⓒ Ⓓ	55. Ⓐ Ⓑ Ⓒ Ⓓ	80. Ⓐ Ⓑ Ⓒ Ⓓ
6. Ⓐ Ⓑ Ⓒ Ⓓ	31. Ⓐ Ⓑ Ⓒ Ⓓ	56. Ⓐ Ⓑ Ⓒ Ⓓ	81. Ⓐ Ⓑ Ⓒ Ⓓ
7. Ⓐ Ⓑ Ⓒ Ⓓ	32. Ⓐ Ⓑ Ⓒ Ⓓ	57. Ⓐ Ⓑ Ⓒ Ⓓ	82. Ⓐ Ⓑ Ⓒ Ⓓ
8. Ⓐ Ⓑ Ⓒ Ⓓ	33. Ⓐ Ⓑ Ⓒ Ⓓ	58. Ⓐ Ⓑ Ⓒ Ⓓ	83. Ⓐ Ⓑ Ⓒ Ⓓ
9. Ⓐ Ⓑ Ⓒ Ⓓ	34. Ⓐ Ⓑ Ⓒ Ⓓ	59. Ⓐ Ⓑ Ⓒ Ⓓ	84. Ⓐ Ⓑ Ⓒ Ⓓ
10. Ⓐ Ⓑ Ⓒ Ⓓ	35. Ⓐ Ⓑ Ⓒ Ⓓ	60. Ⓐ Ⓑ Ⓒ Ⓓ	85. Ⓐ Ⓑ Ⓒ Ⓓ
11. Ⓐ Ⓑ Ⓒ Ⓓ	36. Ⓐ Ⓑ Ⓒ Ⓓ	61. Ⓐ Ⓑ Ⓒ Ⓓ	86. Ⓐ Ⓑ Ⓒ Ⓓ
12. Ⓐ Ⓑ Ⓒ Ⓓ	37. Ⓐ Ⓑ Ⓒ Ⓓ	62. Ⓐ Ⓑ Ⓒ Ⓓ	87. Ⓐ Ⓑ Ⓒ Ⓓ
13. Ⓐ Ⓑ Ⓒ Ⓓ	38. Ⓐ Ⓑ Ⓒ Ⓓ	63. Ⓐ Ⓑ Ⓒ Ⓓ	88. Ⓐ Ⓑ Ⓒ Ⓓ
14. Ⓐ Ⓑ Ⓒ Ⓓ	39. Ⓐ Ⓑ Ⓒ Ⓓ	64. Ⓐ Ⓑ Ⓒ Ⓓ	89. Ⓐ Ⓑ Ⓒ Ⓓ
15. Ⓐ Ⓑ Ⓒ Ⓓ	40. Ⓐ Ⓑ Ⓒ Ⓓ	65. Ⓐ Ⓑ Ⓒ Ⓓ	90. Ⓐ Ⓑ Ⓒ Ⓓ
16. Ⓐ Ⓑ Ⓒ Ⓓ	41. Ⓐ Ⓑ Ⓒ Ⓓ	66. Ⓐ Ⓑ Ⓒ Ⓓ	91. Ⓐ Ⓑ Ⓒ Ⓓ
17. Ⓐ Ⓑ Ⓒ Ⓓ	42. Ⓐ Ⓑ Ⓒ Ⓓ	67. Ⓐ Ⓑ Ⓒ Ⓓ	92. Ⓐ Ⓑ Ⓒ Ⓓ
18. Ⓐ Ⓑ Ⓒ Ⓓ	43. Ⓐ Ⓑ Ⓒ Ⓓ	68. Ⓐ Ⓑ Ⓒ Ⓓ	93. Ⓐ Ⓑ Ⓒ Ⓓ
19. Ⓐ Ⓑ Ⓒ Ⓓ	44. Ⓐ Ⓑ Ⓒ Ⓓ	69. Ⓐ Ⓑ Ⓒ Ⓓ	94. Ⓐ Ⓑ Ⓒ Ⓓ
20. Ⓐ Ⓑ Ⓒ Ⓓ	45. Ⓐ Ⓑ Ⓒ Ⓓ	70. Ⓐ Ⓑ Ⓒ Ⓓ	95. Ⓐ Ⓑ Ⓒ Ⓓ
21. Ⓐ Ⓑ Ⓒ Ⓓ	46. Ⓐ Ⓑ Ⓒ Ⓓ	71. Ⓐ Ⓑ Ⓒ Ⓓ	96. Ⓐ Ⓑ Ⓒ Ⓓ
22. Ⓐ Ⓑ Ⓒ Ⓓ	47. Ⓐ Ⓑ Ⓒ Ⓓ	72. Ⓐ Ⓑ Ⓒ Ⓓ	97. Ⓐ Ⓑ Ⓒ Ⓓ
23. Ⓐ Ⓑ Ⓒ Ⓓ	48. Ⓐ Ⓑ Ⓒ Ⓓ	73. Ⓐ Ⓑ Ⓒ Ⓓ	98. Ⓐ Ⓑ Ⓒ Ⓓ
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Signature of Candidate ______________

Signature of Supervisor: ______________

FULLY SOLVED UP-TO-DATE PAPER

(Objective Type)

Time: 2 Hours
MCQs: 100

Total Marks: 100

Instructions

1. Candidates *MUST* read and follow the instructions given on the answer sheet before attempting the questions.
2. Attempt all the questions, which carry equal marks.
3. All answers are required to be written on the answer sheet and *NOT* on the question paper.

Q1. Which of the following branches of accounting primarily deals with processing and presenting of accounting data for internal use?

(a) Tax accounting *(b)* Management accounting
(c) Financial accounting *(d)* Inflation accounting

Q2. Accounting records transactions in terms of:

(a) Commodity units *(b)* Production units
(c) Monetary units *(d)* Distribution units

Q3. Long-term liabilities are:

(a) Current assets + Current liabilities
(b) Total liabilities – Current liabilities
(c) Current liabilities + Owner's equity
(d) None of these

Q4. A business entity has assets of Rs. 20,000 and liabilities of Rs. 5,000 Owner's equity is:

(a) 15,000 *(b)* 25,000
(c) 30,000 *(d)* 20,000

Q5. A business entity has owner's equity of Rs. 40,000 and liabilities of Rs. 25,000. Its assets are:

(a) 65,000 *(b)* 15,000
(c) 25,000 *(d)* 40,000

Q6. Amount spent on unsuccessful patents right is a:

(a) Capital expenditure *(b)* Deferred revenue

expenditure

(c) Revenue expenditure (d) None of these

Q7. Renewal fee for patents is a:

(a) Development expenditure (b) Capital expenditure

(c) Revenue expenditure (d) Deferred revenue expense

Q8. Which of the following is capital expenditure?

(a) Purchase of delivery van (b) Cost of advertisement

(c) Purchase of machine oil (d) Purchase of spare parts

Q9. Which one of the following is revenue expenditure?

(a) Purchase of land (b) Purchase of machinery

(c) Purchase of raw materials (d) Purchase of office computers

Q10. All of the following are revenue expenditure except:

(a) Purchase of spare parts (b) Cost of advertisement

(c) Purchase of machine oil (d) Extension of building

Q11. The asset account appears at its original cost throughout its life under:

(a) Depreciation find method (b) Machine hour rate method

(c) Annuity method (d) Sum of years digits method

Q12. Leasehold property is generally depreciated by:

(a) Reducing balance method (b) Annuity method

(c) Fixed installment method (d) Insurance policy method

Q13. Interest on the cost of the asset is taken into account while calculating depreciation in which of the following method:

(a) Insurance policy method (b) Annuity method

(c) Reducing balance (d) Fixed installment

method method

Q14. As compared to annuity method, the amount of depreciation provided in the sinking find method is:

(a) Equal *(b)* Higher

(c) Lower *(d)* Zero

Q15. Under diminishing balance method, the depreciation is calculated on:

(a) The written down value of the asset

(b) The market value of the asset

(c) The original cost of the asset

(d) The fair market value of the asset

Q16. Salaries paid to an employee is debited to:

(a) Employee's account *(b)* Salaries account

(c) Cash account *(d)* Capital account

Q17. Bank reconciliation statement is prepared by:

(a) Bank *(b)* Customer of the bank

(c) Tax authorities *(d)* Proprietor of business

Q18. Which of the following is recorded in the general journal?

(a) Purchased furniture on cash base

(b) Purchased machinery on cash base

(c) Depreciation provided on plant & machinery

(d) Paid bills payable by cheque

Q19. Which of the following error is disclosed by trial balance?

(a) Error of principle *(b)* Error of omission

(c) Wrong amount posted in ledger account *(d)* None of these

Q20. The debts written off as bad, if subsequently recovered are credited to:

(a) Debtors account *(b)* Bad debts account

(c) Profit and loss account *(d)* Sales account

Q21. Which of the following accounts would not have zero balance after closing entries have been posted?

(a) Rent paid *(b)* Office furniture

(c) Interest payable *(d)* All of the above

Q22. Insurance premium paid on the life policy of a partner is:

(a) Debited to capital account of the partner

(b) Credited to profit and loss account
(c) Credited to partner's capital account
(d) None of these

Q23. Balance sheet shows the financial position of business:
(a) As on a particular date *(b)* For unpredictable period
(c) For a given period *(d)* None of these

Q24. An example of an intangible asset is:
(a) Debit balance of profit and loss account *(b)* Goodwill
(c) Preliminary expenses *(d)* Deferred revenue expenditure

Q25. Sale-Purchase-Operating expenses is equal to:
(a) Gross profit *(b)* Net operating profit
(c) Net profit *(d)* Gross operating profit

Q26. Tournament expenses should be:
(a) Recorded as Capital asset *(b)* Posted as expenditure
(c) Deducted from tournament fund *(d)* Recorded as revenue expenditure

Q27. Amount received form sale of scraps by a charitable hospital is treated as:
(a) Expense *(b)* Asset
(c) Liability *(d)* Income

Q28. Subscription outstanding at the beginning of the year was Rs. 2,000 and received during the year is Rs. 2,000. What amount will be shown in the Income and expenditure account of the hotel?
(a) 20,000 *(b)* 18,000
(c) 2,000 *(d)* 22,000

Q29. On which side of the balance sheet, the interest receivable an investments of a charitable organisation should be shown?
(a) Asset side *(b)* Liability side
(c) Both (a) and (b) *(d)* None of these

Q30. Profit on the sale of furniture in non-profit organisations is to be shown on the:

(a) Receipt side of receipts and payments A/C
(b) Payment side of receipts and payments A/C
(c) Credit side of the profit and loss A/C
(d) Credit side of the income and expenditure A/C

Q31. When two firms amalgamate, general reserve is transferred to:
(a) Partner's account *(b)* New firms account
(c) Revaluation account *(d)* Firms account

Q32. Goodwill raised at the time of admission of a new partner, should be written off in:
(a) Old profit sharing ratio *(b)* Gaining ratio
(c) New profit sharing ratio *(d)* Sacrificing ratio

Q33. Realisation account is a:
(a) Nominal account *(b)* Personal account
(c) Real account *(d)* Fictitious account

Q34. The balance in joint life policy reserve account should be transferred to:
(a) Main partners' account *(b)* All the partners' account
(c) Remaining partners' account *(d)* Deceased partner's account

Q35. On joint life policy of partners, the amount received from the insurance company in excess of its surrender value should be credited to partners' account:
(a) In the profit sharing ratio
(b) In the ratio of capitals
(c) Equally
(d) In the ratio of their practice

Q36. Whenever debentures are cancelled, any profit on cancellation is transferred to:
(a) Capital redemption reserve account
(b) Capital reserve account
(c) Profit and loss account
(d) Sinking fund account

Q37. Right shares are the shares:
(a) Issued by a newly-formed company

(b) First offered to the existing shareholders
(c) First offered to debenture holders
(d) Issued to the directors of the company

Q38. When all the debentures are redeemed, the balance left in the debentures sinking fund account is transferable to:
(a) Sinking fund investment account
(b) General reserves
(c) Debenture account
(d) Capital redemption reserve

Q39. After the re-issue of all forfeited shares, the balance in share forfeiture account, should be:
(a) Transferred to capital reserve account
(b) Added to paid-up capital
(c) Transferred to goodwill account
(d) None of these

Q40. The balance of debenture sinking fund is transferred to which account after the redemption of debentures:
(a) Capital reserve — *(b)* Debenture account
(c) General reserve — *(d)* Capital reserve

Q41. Balance sheet of a limited company is prepared in the:
(a) Vertical form — *(b)* Horizontal form
(c) Neither (a) nor (b) — *(d)* Both (a) and (b)

Q42. In the balance sheet of the company, fixed deposit are shown under the head:
(a) Unsecured loan — *(b)* Contingent liability
(c) Secured loan — *(d)* Current liability

Q43. Interest paid on debenture is shown in:
(a) Profit and loss appropriation account
(b) Income statement
(c) Current liability side of balance sheet
(d) All of the above

Q44. Final accounts of the company are prepared and comprises of the following:
(a) Balance sheet — *(b)* Income statement

(c) Both (a) and (b) (d) None of these

Q45. Unclaimed dividend is shown on the liability side of the balance sheet under the head:

(a) Miscellaneous items (b) Current liabilities
(c) Reserve and surplus (d) Provisions

Q46. For judging the long-term solvency of a firm, which of the following ratios is most important?

(a) Stock turnover ratio (b) Return on investments
(c) Debt equity ratio (d) Fixed assets turnover ratio

Q47. In a common size balance sheet, each item is expressed as a percentage of:

(a) Debt capital (b) Total assets
(c) Equity capital (d) Fixed assets

Q48. In common size balance sheet, each item is expressed as a percentage of:

(a) Capital (b) Liabilities
(c) Fixed assets (d) Both (a) and (b)

Q49. Comparative financial statements are prepared at the end of:

(a) Every quarter (b) Every size months
(c) At the will of management (d) Each financial year

Q50. Which of the following is the most popular and commonly used tool of financial statement analysis?

(a) Cash flow statement (b) Ratio analysis
(c) Comparative statements (d) Common size statements

Q51. The term "funds" as used in "funds flow statement" means:

(a) Current assets (b) Cash
(c) Current liabilities (d) Current assets minus current liabilities

Q52. Which of the following financial statements explain changes in the assets and liabilities that may have taken place between two dates?

(a) Funds statement (b) Income statement
(c) Position statement (d) None of these

Q53. The term current liabilities is used to describe such obligations which are

paid within one year and:

(a) Out of current assets (b) Out of fixed assets
(c) By creating current liabilities (d) Both (a) and (b)

Q54. All of the following are current assets except:

(a) Stock (b) Debtor
(c) Cash (d) Building

Q55. Which of the following is a non-current liability?

(a) Long-term loan (b) Bank overdraft
(c) Sundry creditors (d) Bills payable

Q56. A cash inflow:

(a) Increase total cash (b) Increase total assets
(c) Increase cash equivalents (d) Both (a) and (c)

Q57. Preparation of cash flow statement is:

(a) Recommendatory (b) Mandatory
(c) Required under Income Tax Act (d) None of the them

Q58. The item resulting in cash flows is:

(a) Transfer to general reserves (b) Issue of shares
(c) Goodwill written off (d) Salaries outstanding

Q59. Cash payment to employees is a cash flow from:

(a) Investing activities (b) Financing activities
(c) Operating activities (d) None of these

Q60. When there is a net profit, which of the items are deducted from the net profit to arrive at cash from operations:?

(a) Decrease in current assets
(b) Decrease in current liabilities
(c) Increase in current assets
(d) Increase in current liabilities

Q61. When an auditor detects material weakness in the internal checks and control system of the company under audit, he should report his findings as per:

(a) SEBI orders (b) ICAI orders
(c) ICWAI orders (d) MAOCAR orders

Q62. When an auditor places a high degree of reliance on an internal control procedures, the acceptable risk of over-reliance would be:
(a) Zero (b) Moderate
(c) Low (d) High

Q63. A file which contains rules governing the organisation under audit is known as:
(a) Permanent file (b) Current file
(c) Routine file (d) Precedence file

Q64. The remuneration of an auditor of a partnership firm is fixed by:
(a) The Partnership Act (b) The Government
(c) The Companies Act (d) None of these

Q65. Audit report along with annual account is given by:
(a) Government auditor (b) Secretarial auditor
(c) Statutory auditor (d) Internal auditor

Q66. Business means:
(a) Industry and commerce (b) commerce
(c) Selling and buying of goods (d) Track and Commerce

Q67. Industry includes:
(a) Transport compares (b) Banking Indus
(c) Insurance business (d) All of the above

Q68. Fishing should be classified as:
(a) Genetic industry (b) Extracting industry
(c) Construction industry (d) Manufacturing industry

Q69. Fish culture should be classified as:
(a) Construction industry (b) Extractive industry
(c) General industry (d) Manufacturing industry

Q70. Which of the following is an extractive industry?

(*a*) Hunting (*b*) Flour mills
(*c*) Cattle breeding (*d*) Forest culture

Q71. The partnership entity is:
(*a*) Legal entity (*b*) Accountable entity
(*c*) Both (a) and (b) (*d*) None of these

Q72. The "Return of allotment" has to be filed with the registrar in the case of:
(a) Allotment of debentures
(b) Issue of shares by a private company
(c) Re-issue of forfeited shares
(d) None of these

Q73. The charter of a company is its:
(a) Articles of association
(b) Prospectus
(c) Statement is lieu of prospectus
(d) Memorandum of association

Q74. Which of the following is not a distinctive feature of the co-operative form of business organisation:
(*a*) One share one vote system (*b*) Corporate status
(*c*) Democratic management (*d*) Service before self

Q75. A joint stock company's letterhead must, by law, have the address of the :
(*a*) Factory (*b*) Registered office
(*c*) Managing director (*d*) Head office

Q76. In which of the following, investment is most risky:
(*a*) Preference shares (*b*) Equity shares
(*c*) Debentures (*d*) Fixed deposits

Q77. Which of the following sureties proves a burden an the finances of the company, when company is not earning profits?
(*a*) Equity shares (*b*) Debentures
(*c*) Preference shares (*d*) None of these

Q78. A project, which may not add to the existing profits, should be financed by:
(*a*) Equity capital (*b*) Debentures

(c) Public deposits (d) Preference shares

Q79. Which of the following is not an ownership security?

(a) Debentures (b) Equity shares

(c) Preference shares (d) Public deposits

Q80. In which of the following, rate of interest/dividends is not fixed?

(a) Debentures (b) Preference capital

(c) Equity capital (d) Public deposits

Q81. When a right to sell a security is acquired, it is known as:

(a) Put option (b) Call option

(c) Double option (d) Single option

Q82. Stock exchange deals with the :

(a) Issue of equity shares (b) Issue of preference shares

(c) Issue of debentures (d) Second hand securities

Q83. Purchase and sale of shares before or after official trading hours of stock exchange is known as:

(a) Margin trading (b) Kerb trading

(c) Hammering (d) Short selling

Q84. Continuous forward selling to depress prices in the stock exchange is called:

(a) Bear hammering (b) Short selling

(c) Bear square (d) None of these

Q85. Mutual funds are to be operated by:

(a) Public sector banks (b) Private sector banks

(c) Financial institutions (d) Asset management companies

Q86. In which of the following forms of combinations a common sales agency or syndicate is attached?

(a) Trust (b) Cartels

(c) Trade association (d) Informal agreements

Q87. When a company, which is a holding company controlling its subsidiaries but is itself a subsidiary controlled by another holding company, it is known as:

(a) Pure holding company

(b) Primary holding company
(c) Mixed holding company
(d) Intermediate holding company

Q88. Complete consolidation of business can be achieved through:
(a) Combination trust *(b)* Acquisition
(c) Amalgamation *(d)* Interlocking

Q89. Pool is a business combination in the sphere of:
(a) Output *(b)* Income & profit
(c) Sales *(d)* All of the above

Q90. Technological updating would invariably require:
(a) Change in management *(b)* Induction of fresh capital
(c) Privatization of public enterprizes
(d) Retrenchment of workers

Q91. Primage is a payment made of:
(a) Insurance-in-transit *(b)* Loading the goods
(c) Packing of goods *(d)* None of these

Q92. A letter of credit is opened on behalf of:
(a) An exporter *(b)* A buying agent
(c) An importer *(d)* A bank

Q93. Mate's receipt is issued by:
(a) The exporter *(b)* The importer
(c) The captain of the ship or his assistant *(d)* The bank

Q94. A foul bill of lading is issued when:
(a) Goods are damaged
(b) Goods are a stolen property
(c) Goods are not properly trade
(d) None of these

Q95. Port Trust dues are payable by:
(a) Importer *(b)* The forwarding agent
(c) Shipping company *(d)* Exporter

Q96. Which of the following types of voting is prohibited by the Companies Act of the purpose of general meeting?

ANSWERS

1.	b	2.	c	3.	b	4.	a	5.	a
6.	a	7.	c	8.	a	9.	c	10.	d
11.	a	12.	c	13.	b	14.	c	15.	a
16.	b	17.	b	18.	c	19.	c	20.	b
21.	d	22.	a	23.	c	24.	b	25.	b
26.	c	27.	d	28.	b	29.	a	30.	d
31.	a	32.	c	33.	a	34.	b	35.	a
36.	c	37.	b	38.	b	39.	a	40.	c
41.	d	42.	a	43.	b	44.	c	45.	b
46.	c	47.	b	48.	d	49.	c	50.	b
51.	d	52.	a	53.	d	54.	d	55.	a
56.	d	57.	a	58.	b	59.	c	60.	c
61.	b	62.	d	63.	a	64.	d	65.	c
66.	a	67.	d	68.	b	69.	c	70.	a
71.	d	72.	b	73.	d	74.	a	75.	b
76.	b	77.	b	78.	a	79.	a	80.	c
81.	a	82.	d	83.	b	84.	c	85.	d
86.	b	87.	d	88.	c	89.	d	90.	b
91.	b	92.	c	93.	c	94.	a	95.	a
96.	a	97.	b	98.	d	99.	a	100.	d

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1

INTRODUCTION TO ACCOUNTING CONCEPTS AND PRINCIPLES

Q1. According to going concept, a business is viewed as having a /an:
(a) Indefinite life *(b)* Definite life
(c) Very long life *(d)* Limited life

Q2. The comparison of net profit with the sales of the same year is:
(a) Horizontal comparison
(b) Two-dimensional comparison
(c) Vertical comparison
(d) Three-dimensional comparison

Q3. Bank account is a /an:
(a) Actual account *(b)* Personal account
(c) Nominal account *(d)* Discount account

Q4. The term current asset does not include:
(a) Stock-in-trade *(b)* Debtors
(c) Cash *(d)* Building

Q5. The term fixed asset, does not include:
(a) Machinery *(b)* Debtors
(c) Fixtures *(d)* Land

Q6. Which of the following is not a current liability?
(a) Prepaid rent *(b)* Bank overdraft
(c) Creditors *(d)* Tax payable

Q7. A reserve is a charge against:

(a) Profit and loss account
(b) Trading account
(c) Cash flow statement
(d) Profit and less appropriation account

Q8. The debit balance of a personal account shows the:
(a) Amount payable (b) Amount of credit sales
(c) Amount receivable (d) Cash in hand

Q9. Which of the following is a real account?
(a) Debtors account (b) Bank account
(c) Investment in sale (d) Salaries

Q10. Provision of debt is made under the principle of:
(a) Stationery (b) Bills receivable
(c) Bills payable (d) Debtors

Q11. Credit, may signify:
(a) Decrease in assets (b) Increase in capital account
(c) Increase in liability (d) All of these

Q12. Window dressing is prohibited due to:
(a) Convention of disclosure (b) Convention of materiality
(c) Convention of conservatism (d) Accrual concept

Q13. All of the following are current assets except:
(a) Temporary investments (b) Preliminary expenses
(c) Inventory (d) Rent paid in advance

Q14. Quantitative transactions are not recorded in accounts due to:
(a) Accrual concept (b) Money measurement concept
(c) Dual concept (d) None of these

Q15. All of the following are current liabilities except:
(a) Redeemable debentures (b) Accounts payable
(c) Bank overdraft (d) Rent due

Q16. Which of the following is classified as an operating expenses?
(a) Debenture interest *(b)* Freight on sales
(c) Purchase of machinery *(d)* Dividend payable

Q17. Which of the following is an operating revenue?
(a) Dividend received *(b)* Sales of merchandise
(c) Sales of old machinery *(d)* None of these

Q18. Rent received by a trading company is treated as:
(a) Operating expense *(b)* Non-operating income
(c) Operating income *(d)* Non-operating expense

Q19. Goodwill account is a:
(a) Real account *(b)* Personal account
(c) Nominal account *(d)* None of these

Q20. Purchase account is a:
(a) Personal account *(b)* Nominal account
(c) Real account *(d)* Individual account

Q21. Bills receivable account is a:
(a) Real account *(b)* Personal account
(c) Nominal account *(d)* None of these

Q22. Patent rights account is a:
(a) Nominal account *(b)* Personal account
(c) Real account *(d)* None of these

Q23. Trading account is a:
(a) Nominal account *(b)* Real account
(c) Personal account *(d)* None of these

Q24. Drawing account of the proprietor is a:
(a) Real account *(b)* Personal account
(c) Nominal account *(d)* Substandard account

Q25. Bank overdraft is a:
(a) Nominal account *(b)* Real account
(c) Personal account *(d)* None of these

Q26. Accounting equation is:
(a) Assets = Capital – liabilities

(b) Assets = Capital + liabilities
(c) Assets = Capital ÷ liabilities
(d) Assets = Capital × liabilities

Q27. The system of recording transactions based on dual concept:
(a) Single entry system *(b)* Double account system
(c) Double entry system *(d)* Single account system

Q28. Bank loan account is a:
(a) Real account *(b)* Nominal account
(c) Personal account *(d)* None of these

Q29. Contingent liability is shown due to:
(a) Convention of materiality *(b)* Convention of full disclosure
(c) Convention of conservatism *(d)* Dual aspect concept

Q30. An accounting convention which provides that when doubt, choose the solution least likely to overstate assets and income is:
(a) Continuity *(b)* Conservatism
(c) Materiality *(d)* Consistency

Q31. Outstanding and prepaid expenses and incomes are taken into account in determining profit or loss under:
(a) Mercantile system of accounting
(b) Cash system of accounting
(c) Both a and b
(d) None of these

Q32. In stock valuation, application of the principle at cost price or market price whichever is lower, will result in the valuation of stock sometimes at cost price and at other times at market price. This is an application of the principle of:
(a) Conservatism *(b)* Consistency
(c) Materiality *(d)* Disclosure

Q33. A business is considered to be having an indefinite life according to:
(a) Accounting period concept *(b)* Going concern system

(c) Cost concept *(d)* Dual aspect

Q34. Owner's equity stands for:

(a) Total Assets – Total liabilities
(b) Total assets + Total liabilities
(c) Total assets × Total liabilities
(d) Total assets ÷ Total liabilities

Q35. Money measurement concept of accounting theory is based on the assumption that the value of money will:

(a) Fluctuate *(b)* Remain constant
(c) Decreases *(d)* Increases

Q36. Which of the following branches of accounting primarily deals with processing and presenting of accounting data for internal use?

(a) Tax accounting *(b)* Management accounting
(c) Financial accounting *(d)* Inflation accounting

Q37. Accounting records transactions in terms of:

(a) Commodity units *(b)* Production units
(c) Monetary units *(d)* Distribution units

Q38. Long-term liabilities are:

(a) Current assets + Current liabilities
(b) Total liabilities – Current liabilities
(c) Current liabilities + Owner's equity
(d) None of these

Q39. A business entity has assets of Rs. 20,000 and liabilities of Rs. 5,000 Owner's equity is:

(a) 15,000 *(b)* 25,000
(c) 30,000 *(d)* 20,000

Q40. A business entity has owner's equity of Rs. 40,000 and liabilities of Rs. 25,000. Its assets are:

(a) 65,000 *(b)* 15,000
(c) 25,000 *(d)* 40,000

ANSWERS

1.	a	2.	c	3.	b	4.	d	5.	b
6.	a	7.	d	8.	c	9.	c	10.	a
11.	d	12.	c	13.	b	14.	b	15.	a
16.	b	17.	b	18.	c	19.	a	20.	c
21.	a	22.	c	23.	a	24.	b	25.	c
26.	b	27.	c	28.	c	29.	b	30.	b
31.	a	32.	a	33.	b	34.	a	35.	b
36.	b	37.	c	38.	b	39.	a	40.	a

2

CAPITAL AND REVENUE EXPENDITURES AND RECEIPTS

Q1. Outstanding rent is classified as:
- *(a)* Revenue expenditure
- *(b)* Capital expenditure
- *(c)* Deferred revenue expenditure
- *(d)* None of these

Q2. Amount spent on increasing the seating capacity in a classroom is a:
- *(a)* Capital expenditure
- *(b)* Revenue expenditure
- *(c)* Normal expenditure
- *(d)* All of these

Q3. Expenditure incurred by a publisher for acquiring copyrights is a:
- *(a)* Revenue expenditure
- *(b)* Deferred tax expense
- *(c)* Capital expenditure
- *(d)* None of these

Q4. When a company conduct research and development, the expenditure incurred on it is termed as:
- *(a)* Deferred tax expenditure
- *(b)* Revenue expenditure
- *(c)* Capital expenditure
- *(d)* Normal expenditure

Q5. Share premium is a:
- *(a)* Capital loss
- *(b)* Revenue receipt
- *(c)* Capital receipt
- *(d)* Revenue loss

Q6. Loss caused by theft of cash by cashier during business hours is a loss of:
- *(a)* Capital nature
- *(b)* Revenue nature
- *(c)* Extreme nature
- *(d)* All of these

Q7. Loss of cash by theft committed by cashier after business hours is a:

(a) Capital loss (b) Revenue loss
(c) Deferred revenue loss (d) Both (b) and (c)

Q8. An expenditure is classified as capital expenditure when:

(a) It benefits only in the current year
(b) It is shown in the balance sheet
(c) The amount is large
(d) It is to benefit a number of future years

Q9. Which one of the following are of revenue nature?

(a) Cost of painting the old building (b) Cost of purchase of new machinery
(c) Cost of acquiring land n (d) None of these

Q10. Charging of capital expenditure to revenue result in:

(a) Capital reserve (b) Secret reserve
(c) Revenue reserve (d) Open reserve

Q11. Amount spent on unsuccessful patents right is a:

(a) Capital expenditure (b) Deferred revenue expenditure
(c) Revenue expenditure (d) None of these

Q12. Renewal fee for patents is a:

(a) Development expenditure (b) Capital expenditure
(c) Revenue expenditure (d) Deferred revenue expense

Q13. Which of the following is capital expenditure?

(a) Purchase of delivery van (b) Cost of advertisement
(c) Purchase of machine oil (d) Purchase of spare parts

Q14. Which one of the following is revenue expenditure?

(a) Purchase of land (b) Purchase of machinery
(c) Purchase of raw materials (d) Purchase of office computers

Q15. All of the following are revenue expenditure except:

(a) Purchase of spare parts *(b)* Cost of advertisement
(c) Purchase of machine oil *(d)* Extension of building

ANSWERS

1.	a	2.	a	3.	c	4.	a	5.	c
6.	b	7.	a	8.	d	9.	a	10.	b
11.	a	12.	c	13.	a	14.	c	15.	d

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3

ACCOUNTING STANDARDS

Q1. Accounting standard on inventory valuation is not applicable to:

(a) Agricultural commodities *(b)* Livestock

(c) Shares held as security *(d)* All of these

Q2. Net reliable value means:

(a) Sales less gross profit margin

(b) Sales less cost of purchase

(c) Sales less sales returns

(d) Sales less cost incurred necessarily to make the sale

Q3. As per As-2 historical cost of inventory includes:

(a) Cost of convention *(b)* Cost of purchase

(c) Cost of inventories *(d)* All of these

Q4. Inventory should be valued at below historical cast when:

(a) Selling prices have increased significantly

(b) There are no buyers in the market

(c) Historical cost cannot be realized

(d) Selling prices are not known

Q5. In computing the cost of purchase of raw material consumed and cost of conversion, the value of by-product is:

(a) Deducted *(b)* Added

(c) Both (a) and (b) *(d)* Divided

Q6. In determining the historical cost, which of the following methods is widely used in retail business:

(a) Average Cost method (b) Adjusted selling price
(c) LIFO (d) FIFO

Q7. Which of the following methods of inventory valuation is based on historical cost?
(a) LIFO (b) Specific identification
(c) Base stock (d) All of these

Q8. Inventory of consumable stores and maintenance supplies should ordinarily be valued at:
(a) Net realizable value (b) Gross sale value
(c) Historical cost (d) None of these

Q9. Historical cost of inventories should not be determined normally by:
(a) Base stock method (b) LIFO method
(c) Average cost method (d) FIFO method

Q10. According to the accounting standard-6, depreciation is to be provided on the bases of:
(a) Market price of the asset (b) Replacement cost of the asset
(c) Historical cost of the asset (d) None of these

Q11. Accounting standard-6 relating to depreciation is applicable to all of the following except:
(a) Patents (b) Livestock
(c) Building (d) Plant & machinery

Q12. Accounting standard-6 relating to depreciation is applicable to which of the following:
(a) Mines (b) Goodwill
(c) Forest and plantation (d) Land if it has limited useful life for the enterprise

Q13. Accounting standard-10 deals with all of the following fixed assets except:
(a) Livestock (b) Trade marks
(c) Goodwill (d) Patents

Q14. Gross book value of a fixed asset refers to its:
(a) Historical cost less (b) Cost less depreciation

accumulated depreciation

(c) Historical cost (d) Fair market value

Q15. Net book value of a fixed asset refers to its:

(a) Historical cost less accumulated depreciation (b) Gross book value plus historical cost

(c) Historical cost (d) Fair market value

Q16. Which of the following is not included in the gross book value of self-constructed fixed asset:

(a) Fee of engineers (b) Internal profit

(c) Costs of construction (d) None of these

Q17. In the financial statement, the fixed assets appear at:

(a) Current value (b) Historical cost

(c) Competent value's appraisal value (d) Either of the above

Q18. Accounting standard-10 deals with which of the following fixed assets:

(a) Forests (b) Land

(c) Mines (d) Plantations

Q19. Which of the following items are capitalized along with the purchase price of the fixed asset?

(a) Trade discount (b) Handling cost

(c) Import duties (d) Both (b) and (c)

Q20. Separate items of fixed assets in a financial statement may be shown at:

(a) Different basis of valuation (b) Same bases of valuation

(c) Both (a) and (b) (d) None of these

Q21. In the books Goodwill is recorded when:

(a) Directors of the company decides to record it

(b) Super profit is earned by the enterprise

(c) Money or money's worth is paid to acquire it

(d) Normal profit is earned by the enterprise

Q22. According to Accounting standard-10, gross book value of the asset may be:

(a) Historical Cost (b) Revaluation amount
(c) Fair market value (d) Both (a) or (b)

Q23. The method of recognition of revenue from service transactions, is termed as:
(a) Matching principle (b) Proportionate completion method
(c) Accrual method (d) Consistency method

Q24. Revenue arising from the use by others of enterprise resource yielding interest should be recognized by:
(a) Receipt basis (b) Time proportion basis
(c) Accrual basis (d) None of these

Q25. Revenue arising from the use by others of enterprise resource yielding royalties should be recognized on:
(a) Reaccept basis (b) Time proportion basis
(c) Accrual basis (d) All of the above

Q26. Revenue is the form of admission fees for artistic performance, banquets, etc. should be recognized when:
(a) Event takes place (b) Admission tickets are made
(c) Admission tickets are sold (d) None of these

Q27. Depreciation is charged on:
(a) Fixed assets (b) Non-current assets
(c) Current assets (d) Both (a) and (b)

Q28. All of the following fixed assets must be depreciated expect:
(a) Building (b) Plant
(c) Land (d) Machinery

Q29. The term depletion is used in relation to:
(a) Current assets (b) Intangible assets
(c) Fixed assets (d) Wasting assets

Q30: Obsolescence is defined as "decline in the value due to:
(a) Wear and tear (b) Invasions and inventions
(c) Fall in market price (d) None of these

Q31. The asset account appears at its original cost throughout its life under:

(a) Depreciation find method
(b) Machine hour rate method
(c) Annuity method
(d) Sum of years digits method

Q32. Leasehold property is generally depreciated by:

(a) Reducing balance method
(b) Annuity method
(c) Fixed installment method
(d) Insurance policy method

Q33. Interest on the cost of the asset is taken into account while calculating depreciation in which of the following method:

(a) Insurance policy method
(b) Annuity method
(c) Reducing balance method
(d) Fixed installment method

Q34. As compared to annuity method, the amount of depreciation provided in the sinking find method is:

(a) Equal
(b) Higher
(c) Lower
(d) Zero

Q35. Under diminishing balance method, the depreciation is calculated on:

(a) The written down value of the asset
(b) The market value of the asset
(c) The original cost of the asset
(d) The fair market value of the asset

ANSWERS

1.	d	2.	d	3.	d	4.	c	5.	a
6.	b	7.	d	8.	c	9.	a	10.	c
11.	b	12.	d	13.	a	14.	c	15.	a
16.	b	17.	d	18.	b	19.	d	20.	a
21.	c	22.	d	23.	b	24.	b	25.	c
26.	a	27.	d	28.	c	29.	d	30.	b
31.	a	32.	c	33.	b	34.	c	35.	a

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4

THE ACCOUNTING PROCESS

Q1. Purchase of furniture for business on cash is recorded in:
- *(a)* Cash book
- *(b)* Sales journal
- *(c)* Purchase journal
- *(d)* General journal

Q2. The account invariably having debt balance is:
- *(a)* Account payable
- *(b)* Current account
- *(c)* Accounts receivable
- *(d)* Bank account

Q3. Which of the following account will invariably have a credit balance is:
- *(a)* Discount account
- *(b)* Accounts payable
- *(c)* Accounts receivable
- *(d)* All of the above

Q4. Bills receivable book is a part of:
- *(a)* Ledger
- *(b)* Income statement
- *(c)* Balance sheet
- *(d)* Journal

Q5. Which of the following item is shown as the debit side of a trial balance?
- *(a)* Rent outstanding
- *(b)* Electricity charges outstanding
- *(c)* Prepaid expenses
- *(d)* Purchase return

Q6. Rent paid in advance is:
- *(a)* Real account
- *(b)* Nominal account
- *(c)* Personal account
- *(d)* All of the above

Q7. Stock account is a:
- *(a)* Real account
- *(b)* Nominal account
- *(c)* Personal account
- *(d)* None of these

Q8. Preparation of a trial balance helps in locating:
(a) Errors of principle (b) Errors of commission
(c) Errors of omission (d) Clerical errors

Q9. A customer's cheque returned dishonored is recorded in:
(a) Sales return book (b) Purchase return book
(c) Journal (d) Cash book

Q10. Returns inward from a person is entered in:
(a) Sales return book (b) Journal
(c) Cash book (d) Purchase return book

Q11. Sales on account is recorded in:
(a) Cash book (b) Sales book
(c) Journal (d) Ledger

Q12. Machinery purchased on account is recorded in:
(a) Purchase book (b) Journal
(c) Ledger (d) Cash book

Q13. The credit balance in the bank account is:
(a) An asset (b) Capital
(c) A revenue (d) A liability

Q14. Prepaid insurance account normally shows a:
(a) Debil balance (b) Credit balance
(c) Zero balance (d) Both (a) and (b)

Q15. Prepaid insurance account is:
(a) An asset (b) An expense
(c) A revenue (d) A liability

Q16. To determine the details of a specific transaction one should refer to:
(a) Relevant vouchers (b) Ledger
(c) Journal (d) Book of original entry

Q17. Miscellaneous expenses account is likely to have:
(a) Only credit entries (b) Only debit entries
(c) Both (a) and (b) (d) None of these

Q18. Purchase of a typewriter on account is recorded in:
(a) Sales book (b) Journal
(c) Purchase book (d) Cash book

Q19. An adjusting entry for depreciation is recorded in:

(a) Cash book *(b)* Purchase book

(c) Sales book *(d)* Journal

Q20. Which of the following books should be used to record purchase of merchandise an account?

(a) Purchase book *(b)* Cash book

(c) Sales book *(d)* Journal

Q21. Which of the following accounts have only credit balance?

(a) Capital account *(b)* Reserve fund account

(c) Accounts payable *(d)* All of the above

Q22. The accounts which increases by debit entries is:

(a) Discount earned account *(b)* Machinery account

(c) Purchase return account *(d)* None of these

Q23. The account which decreases by debit entries is:

(a) Bank account *(b)* Salaries account

(c) Rent account *(d)* Owner's equity account

Q24. Which of the following account is increased by credit entries?

(a) Purchase account *(b)* Bank overdrafts

(c) Sales return account *(d)* Goodwill account

Q25. Credit signifies:

(a) Decrease in capital account

(b) Decrease in liability account

(c) Increase in asset account

(d) Increase in liability account

Q26. Debit signifies:

(a) Increase in asset accounts *(b)* Decrease in capital account

(c) Decrease in liability account *(d)* All of the above

Q27. A business transaction affects:

(a) At least two accounts *(b)* At least one account

(c) Maximum of two accounts (d) None of these

Q28. Left side of asset accounts is for recording:
(a) Increases (b) Decreases
(c) Both (a) and (b) (d) Neither (a) and (b)

Q29. The "Imprest system" is used in relation to:
(a) Sales book (b) Purchase book
(c) Petty cash book (d) Cash book

Q30. All of the following are books of original entries except:
(a) Sales journal (b) Purchase journal
(c) Cahs book (d) Ledger

Q31. Which of the followings shows the chronological record of transactions?
(a) Cash book (b) Journal
(c) Ledger (d) Trial balance

Q32. Trial balance is prepared to check:
(a) Valuation of closing stock
(b) Equality of all assets and liabilities
(c) Arithmetic accuracy of accounting entries
(d) All types of errors

Q33. Debit balance of a pass book is a:
(a) Plus balance (b) Zero balance
(c) Minus balance (d) Both (a) and (b)

Q34. Which of the following have contra entries?
(a) Three column cash book (b) Double column cash book
(c) Simple cash book (d) All cash books

Q35. Bank overdrafts facilities are available only in:
(a) Current account (b) Fixed deposit account
(c) Saving account (d) Machinery account

Q36. Salaries paid to an employee is debited to:
(a) Employee's account (b) Salaries account
(c) Cash account (d) Capital account

Q37. Bank reconciliation statement is prepared by:

(a) Bank (b) Customer of the bank
(c) Tax authorities (d) Proprietor of business

Q38. Which of the following is recorded in the general journal?
(a) Purchased furniture on cash base
(b) Purchased machinery on cash base
(c) Depreciation provided on plant & machinery
(d) Paid bills payable by cheque

Q39. Which of the following error is disclosed by trial balance?
(a) Error of principle (b) Error of omission
(c) Wrong amount posted in ledger account (d) None of these

Q40. The debts written off as bad, if subsequently recovered are credited to:
(a) Debtors account (b) Bad debts account
(c) Profit and loss account (d) Sales account

ANSWERS

1.	a	2.	c	3.	b	4.	d	5.	c
6.	c	7.	a	8.	d	9.	d	10.	a
11.	b	12.	b	13.	d	14.	a	15.	a
16.	d	17.	b	18.	b	19.	d	20.	a
21.	d	22.	b	23.	d	24.	b	25.	d
26.	d	27.	b	28.	a	29.	c	30.	d
31.	b	32.	c	33.	c	34.	a	35.	a
36.	b	37.	b	38.	c	39.	c	40.	b

5

FINAL ACCOUNTS (SOLE PROPRIETORS AND PARTNERSHIP FIRMS)

Q1. Asset which are easily convertible into cash are known as:
- *(a)* Liquid asset
- *(b)* Fixed asset
- *(c)* Floating asset
- *(d)* Current asset

Q2. Bank overdraft should be classified as:
- *(a)* Fixed asset
- *(b)* Current asset
- *(c)* Current liability
- *(d)* Liquid asset

Q3. Stock in trade is a:
- *(a)* Current asset
- *(b)* Fixed asset
- *(c)* Floating asset
- *(d)* Current liability

Q4. Trade payable is a:
- *(a)* Current liability
- *(b)* Fixed asset
- *(c)* Floating asset
- *(d)* Current asset

Q5. Goodwill should be classified as:
- *(a)* Current asset
- *(b)* Liquid asset
- *(c)* Intangible asset
- *(d)* Fixed asset

Q6. Profit and loss account of business shows the:
- *(a)* Gross profit earned
- *(b)* Net profit earned
- *(c)* Capital employed
- *(d)* Balance of all account

Q7. Outstanding wages is an item of:
- *(a)* Current liability
- *(b)* Current asset
- *(c)* Non-current liability
- *(d)* Non-current asset

Q8. Assets which have no value but appear in the book are termed as:

(a) Intangible assets (b) Current assets
(c) Fictitious assets (d) Wasting assets

Q9. The correct accounting equation is:

(a) Capital = Assets – Liabilities (b) Capital = Assets + Liabilities
(c) Liabilities = Assets + Capital (d) Assets = Liabilities – Capital

Q10. Purchase of furniture results in:

(a) Increase in liabilities (b) Increase in capital
(c) Increase in assets (d) Decrease in assets

Q11. Investment by owner results in increase in capital and increase in:

(a) Asset (b) Liability
(c) Both (a) and (b) (d) None of these

Q12. Which of the following transactions will increase an asset and also decrease an asset?

(a) Stores purchased on cash (b) Declaration of dividend
(c) Stores purchased on account
(d) Payment of promissory note with cash

Q13. The transaction which will result in decrease in assets and decrease in liabilities is:

(a) Redemption of debentures
(b) Payment of loan taken from bank
(c) Materials return to supplier on account
(d) All of the above

Q14. Sale of land for cash below cost results in:

(a) Decrease in total assets (b) Increase in total assets
(c) No change in total assets (d) None of these

Q15. Collection of an account receivable results in:

(a) Decrease in total assets (b) Increase in total assets

(c) No change in total assets (d) None of these

Q16. Payment of a liability results in:

(a) Decrease in total assets (b) Increase in total assets

(c) Non change in total assets (d) None of these

Q17. Purchase of machinery for cash, results in:

(a) Decrease in total assets (b) Increase in total assets

(c) No change in total assets (d) None of these

Q18. Subscriptions collected in advance by a publisher should be classified as:

(a) Accrued liability (b) Accrued assets

(c) Prepaid expense (d) Unearned revenue

Q19. Interest earned but not received should be classified as:

(a) Unearned revenue (b) Prepaid expense

(c) Accrued asset (d) Accrued liability

Q20. Life insurance premiums received by an insurance company should be classified as:

(a) Accrued asset (b) Accrued liability

(c) Prepaid expense (d) Unearned revenue

Q21. All of the following are included in stock except:

(a) Goods out on approval (b) Goods meant for resale

(c) Goods in the hands of an agent

(d) Goods sold awaiting delivery to the buyer

Q22. For the purpose of final accounts, stock is valued according to:

(a) FIFO basis (b) LIFO basis

(c) Base stock method (d) Any of the above

Q23. Which of the following item(s) appearing in the trial balance, should be debited to trading account?

(a) Wages and salaries (b) Advance payments

(c) Wages outstanding (d) Salaries and wages

Q24. Which of the following accounts would have zero balances after closing entries have been posted?

(a) Machinery account *(b)* Interest earned account
(c) Accumulated depreciation account *(d)* Account payable

Q25. Which of the following would have zero balance after closing entries are posted?

(a) Delivery truck *(b)* Prepaid insurance
(c) Salary and wages expenses *(d)* Interest receivable

Q26. Which of the following accounts would not have zero balance after closing entries have been posted?

(a) Rent paid *(b)* Office furniture
(c) Interest payable *(d)* All of the above

Q27. Insurance premium paid on the life policy of a partner is:

(a) Debited to capital account of the partner
(b) Credited to profit and loss account
(c) Credited to partner's capital account
(d) None of these

Q28. Balance sheet shows the financial position of business:

(a) As on a particular date *(b)* For unpredictable period
(c) For a given period *(d)* None of these

Q29. An example of an intangible asset is:

(a) Debit balance of profit and loss account *(b)* Goodwill
(c) Preliminary expenses *(d)* Deferred revenue expenditure

Q30. Sale-Purchase-Operating expenses is equal to:

(a) Gross profit *(b)* Net operating profit
(c) Net profit *(d)* Gross operating profit

ANSWERS

1.	a	2.	c	3.	a	4.	a	5.	c
6.	b	7.	c	8.	c	9.	a	10.	c
11.	a	12.	a	13.	d	14.	a	15.	c
16.	a	17.	c	18.	d	19.	c	20.	d
21.	d	22.	d	23.	a	24.	b	25.	c
26.	d	27.	a	28.	c	29.	b	30.	b

6

FINAL ACCOUNTS OF NON-PROFIT ORGANISATION

Q1. Income and expenditure account records income and expenditure of:

(a) Capital nature (b) Revenue nature

(c) Fictitious nature (d) Permanent nature

Q2. Income and expenditure account is a:

(a) Un-real account (b) Normal account

(c) Personal account (d) Real account

Q3. The receipt and payment account begins with:

(a) Credit balance (b) Zero balance

(c) Debit balance (d) None of these

Q4. Receipt and payment account is a:

(a) Real account (b) Personal account

(c) Nominal account (d) None of these

Q5. The credit balance of income and expenditure account at the end of the year shows:

(a) Deficit (b) Infinity

(c) Surplus (d) None of these

Q6. Day-to-day transaction of a hotel are recorded in:

(a) Cash book (b) Ledger

(c) Receipt and payment account (d) Income and expenditure account

Q7. Which of the following item should be pasted to income and expenditure account of a club?

(a) Donation received for building

(b) Donation received of small amount but for non-specific purpose
(c) Donation received of a big amount for non-specific purpose
(d) All of the above

Q8. Which of the following items should not be posted to Income and expenditure account of a club?

(a) Payment of honorarium
(b) Sales realization from furniture
(c) Loss an the sale of some asset
(d) Sale of old newspaper

Q9. Which of the following items should not be entered in receipts and payments account of a club?

(a) Sale realization from furniture
(b) Sale of old newspaper
(c) Payment of honorarium
(d) None of these

Q10. Specific donations received for library should be carried to:

(a) Liability side of the balance sheet
(b) Assets side of the balance sheet
(c) Income and expenditure account
(d) None of these

Q11. Sale of grass in the case of a sports club is:

(a) An asset
(b) A capital receipt
(c) A revenue receipt
(d) A liability

Q12. Income and expenditure account of a school will be debited with:

(a) Fines realized from students
(b) Cost of maps on geography
(c) Tuition fees
(d) None of these

Q13. Income and expenditure account include figures relating to:

(a) Current year
(b) Previous years
(c) Coming years
(d) None of these

Q14. Which of the following items will not appear in the balance sheet of a hotel?

(a) Subscription received for the previous year
(b) Subscription received for the next year
(c) Subscription received for the current year

(d) Subscription not received for the current year

Q15. Subscriptions received in advance will not appear in the:

(a) Receipts and payment account *(b)* Income and expenditure account

(c) Trial balance *(d)* Balance sheet

Q16. On which side of the Income and Expenditure A/c, the excess of expenditure over income is shown on the:

(a) Credit side *(b)* Debit side

(c) Both (a) and (b) *(d)* None of these

Q17. Admission fees received by a cricket club is a:

(a) Liability *(b)* Expense

(c) Revenue receipt *(d)* Capital receipt

Q18. Specific donations received by a charitable organisation is:

(a) Always treated as revenue receipt

(b) Always capitalized

(c) Capitalized only when the amount is large

(d) Always treated as income

Q19. Income and expenditure account shows items of:

(a) Revenue nature only *(b)* Capital nature only

(c) Both (a) and (b) *(d)* Note of the above

Q20. In receipts and payment account, the legacy is generally shown on the:

(a) Debit side *(b)* Credit side

(c) Below side *(d)* Upper side

Q21. Tournament expenses should be:

(a) Recorded as Capital asset *(b)* Posted as expenditure

(c) Deducted from tournament fund *(d)* Recorded as revenue expenditure

Q22. Amount received form sale of scraps by a charitable hospital is treated as:

(a) Expense *(b)* Asset

(c) Liability *(d)* Income

Q23. Subscription outstanding at the beginning of the year was Rs. 2,000 and received during the year is Rs. 2,000. What amount will be shown in the Income and expenditure account of the hotel?

(a) 20,000 (b) 18,000
(c) 2,000 (d) 22,000

Q24. On which side of the balance sheet, the interest receivable an investments of a charitable organisation should be shown?
(a) Asset side (b) Liability side
(c) Both (a) and (b) (d) None of these

Q25. Profit on the sale of furniture in non-profit organisations is to be shown on the:
(a) Receipt side of receipts and payments A/C
(b) Payment side of receipts and payments A/C
(c) Credit side of the profit and loss A/C
(d) Credit side of the income and expenditure A/C

ANSWERS

1.	b	2.	b	3.	c	4.	a	5.	c
6.	a	7.	d	8.	c	9.	a	10.	a
11.	c	12.	b	13.	a	14.	c	15.	b
16.	a	17.	d	18.	b	19.	a	20.	a
21.	c	22.	d	23.	b	24.	a	25.	d

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7

PARTNERSHIP ACCOUNTS

Q1. In the absence of an agreement of the contrary, the partner shall:

(a) Not be paid salaries (b) Be paid salaries
(c) Both (a) and (b) (d) None of these

Q2. Partners' current accounts are opened when their capital accounts are:

(a) Fluctuating (b) Zero
(c) Fixed (d) All of the above

Q3. In the absence of an agreement to the contrary, partners share profits and losses in:

(a) Equal ratio
(b) The ratio of their capitals in the beginning of the year.
(c) The ratio of their capitals in the end of the year
(d) The ratio of average capital

Q4. The interest on the capital accounts of partners is credited to:

(a) Cash flow statement (b) Profit and loss A/C
(c) Interest Account (d) Partners' capital account

Q5. When interest is to be allowed on the capitals of the partners, it is calculated on the capital:

(a) In the beginning of the year (b) At the end of the year
(c) Average capital (d) Capital at the endless drawing, if any

Q6. The current account of a partner:

(a)	Have a credit balance	*(b)*	Have a debit balance
(c)	Both (a) and (b)	*(d)*	None of these

Q7. X, Y and Z shares profits and iosses in the ratio of 4:3:1. D is admitted into partnership for 1/8th share. the sacrificing ratio of A, B and C is:

(a)	3/8 : 2/8 : 1/8	*(b)*	Equal
(c)	3/8: 4/8 : 3/8	*(d)*	4: 3: 1

Q8. A, B and C are partners in the ratio of ½ : 2/5 : 1/10 What will be new ratio of the remaining partners, if X retires:

(a)	4:1	*(b)*	2:1
(c)	3:1	*(d)*	5:1

Q9. On the admission of a new partner, the increase in the value of an asset is credited to:

(a)	Capital A/C	*(b)*	Asset A/C
(c)	Old Partners' Capital A/C	*(d)*	P & L Adjustment A/C

Q10. X, Y and Z are equal partners. Z, Y and D die together in a plane crash. This accident results in:

(a)	Dissolution of firm as well as dissolution of partnership	*(b)*	Dissolution of partnership
(c)	Dissolution of firm	*(d)*	None of these

Q11. Loss arising from insolvency of a partner is to be borne by other partners:

(a)	Equal	*(b)*	In the ration of their capitals
(c)	Borne by other partners	*(d)*	In the profit sharing ratio

Q12. When a firm is dissolved, profit or loss on realization is shared by the partners.

(a)	In the profit-sharing ratio	*(b)*	In the ratio of their capital balance
(c)	Equal ratio	*(d)*	All of the above

Q13. Premium paid on the joint life policy of a partner is:

(a) Debited to respective partners account

(b) Credited to income statement

(c) Debited to profit and loss account

(d) Debited to respective partners' account

Q14. Provision for bad and doubtful debts appearing in the books at the time of dissolution of firm is treated:

(a) Bad debts account *(b)* Realization account

(c) Debtors account *(d)* Capital accounts

Q15. The amount received from insurance company on the maturity of joint life policy is distributed amongst the partners:

(a) In the profit-sharing ratio

(b) Equally

(c) In the ratio of capitals of partners

(d) None of these

Q16. An incoming partner brings his share of goodwill in cash, it should be adjusted by crediting to:

(a) His capital account *(b)* Goodwill account

(c) Old partners' account *(d)* Income statement

Q17. Decrease in value of a liability, due to the retirement of a partner, is credited to:

(a) Realisation account *(b)* Goodwill account

(c) Liability account *(d)* Profit and loss adjustment account

Q18. An amount realized from the unrecorded asset on the dissolution of a firm is credited to:

(a) Revaluation account *(b)* Cash account

(c) Realisation account *(d)* Liability account

Q19. On dissolution, all assets are transferred to realization account at:

(a) Market value *(b)* Book value

(c) Cost or market value, whatever is less

(d) Cost or market value, whatever is high

Q20. The liabilities not taken over by the new firm after the sale of the business of partnership should be:

(a) Debited to the realization account

(b) Debited to the capital accounts of the partners

(c) Credited to the capital accounts of the partners

(d) Credited to realization account

Q21. When two firms amalgamate, general reserve is transferred to:

(*a*) Partner's account (*b*) New firms account
(*c*) Revaluation account (*d*) Firms account

Q22. Goodwill raised at the time of admission of a new partner, should be written off in:
(*a*) Old profit sharing ratio (*b*) Gaining ratio
(*c*) New profit sharing ratio (*d*) Sacrificing ratio

Q23. Realisation account is a:
(*a*) Nominal account (*b*) Personal account
(*c*) Real account (*d*) Fictitious account

Q24. The balance in joint life policy reserve account should be transferred to:
(*a*) Main partners' account (*b*) All the partners' account
(*c*) Remaining partners' account (*d*) Deceased partner's account

Q25. On joint life policy of partners, the amount received from the insurance company in excess of its surrender value should be credited to partners' account:
(a) In the profit sharing ratio
(b) In the ratio of capitals
(c) Equally
(d) In the ratio of their practice

ANSWERS

1.	a	2.	c	3.	a	4.	d	5.	a
6.	c	7.	d	8.	a	9.	d	10.	a
11.	d	12.	a	13.	c	14.	b	15.	a
16.	c	17.	d	18.	c	19.	b	20.	c
21.	a	22.	c	23.	a	24.	b	25.	a

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8

COMPANY ACCOUNTS—SHARES AND DEBENTURES

Q1. Right shares means the shares which are:

(a) First offered to the existing shareholders

(b) Issued by a newly formed company

(c) Issued to the directors of the company

(d) First offered to the debenture holders

Q2. On an equity share of Rs. 100, the minimum amount of application money under the law should be:

(a) Rs. 10 *(b)* Rs. 8

(c) Rs. 5 *(d)* Rs. 4

Q3. Share application account is a:

(a) Real account *(b)* Nominal account

(c) Fictitious account *(d)* Personal account

Q4. When a company issues shares at a premium, the amount of premium may be relieved by the company:

(a) Along with calls *(b)* Along with allotment only

(c) Along with application money *(d)* Along with any of the above

Q5. The minimum share application money is:

(a) 5% of the nominal value of shares

(b) 10% of the nominal value of shares

(c) 15% of the nominal of shares

(d) 20% of the nominal value of shares

Q6. The maximum share application money can be:

(a) 20% of the issue price of shares
(b) 30% of the issue price of shares
(c) 50% of the nominal value of shares
(d) 50% of the issue price of shares

Q7. In case, shares have been issued at a premium and the share premium account has been credited but the amount has not been received, then at the time of forfeiture of such shares, share premium account should be:

(a) Credited *(b)* Debited
(c) Neither (a) and (b) *(d)* Both (a) and (b)

Q8. Any balance in the share forfeiture account after all the forfeited shares are re-issued should be:

(a) Added to the paid up capital
(b) Transferred to the goodwill account
(c) Transferred to capital reserve account
(d) All of the above

Q9. For the redemption of redeemable preference shares which of the following may be utilized by a limited company?

(a) Workman compensation fund
(b) Profit and loss account balance
(c) General reserves
(d) All of the above

Q10. Capital redemption reserve account is available for:

(a) Issue of bonus shares
(b) Reorganisation of share capital
(c) Redemption of preference shares
(d) Redemption of re-deemable debentures

Q11. Premium on the redemption of debentures account is a:

(a) Nominal account *(b)* Real account
(c) Personal account *(d)* Fictitious account

Q12. When shares are forfeited, capital account is debited by:

(a) Paid-up amount on shares *(b)* Called up amount on shares
(c) Nominal value of shares *(d)* Forfeited shares amount

Q13. Transfer to capital redemption reserve account is allowed from:

(a) Capital reserve *(b)* General reserve
(c) Share premium account *(d)* Share forfeiture account

Q14. Bonus shares can be issued out of:

(a) Capital reserve *(b)* Share premium account
(c) Income statement *(d)* All of the above

Q15. When a company purchases its own debentures as an investment, own debentures account is debited with the:

(a) Paid-up value of debentures
(b) Face value of debentures
(c) Amount paid for such debentures
(d) Market value

Q16. Balance of share forfeited account is a:

(a) Revenue reserve *(b)* Capital reserve
(c) Both (a) and (b) *(d)* None of these

Q17. Unclaimed dividends is shown on the liability side of the balance sheet under the heading:

(a) Provisions *(b)* Current liabilities
(c) Reserve and surplus *(d)* All of the amount

Q18. Debentures are shown in the balance sheet of a company under the item:

(a) Unsecured loan *(b)* Secured loans
(c) Current liabilities *(d)* Current assets

Q19. A company has made a public issue. It cannot issue bonus share before the expiry of:

(a) 3 months *(b)* 6 months
(c) 12 months *(d)* 15 months

Q20. The portion of the share capital which cannot be called up except on the winding up is known as:

(a) Reserve capital *(b)* Authorized capital
(c) Paid up capital *(d)* Called up capital

Q21. Assets in the balance sheet of a company are arranged in the order of:

(a) Permanence *(b)* Liquidity

(c) Book value (d) Market value

Q22. The overall ceiling an managerial remuneration as per the guidelines issued by the Central Government is:

(a) 10% of profit (b) 11% of profit
(c) 20% of profit (d) 25% of profit

Q23. Which of the following is not required to be made under statute:

(a) Income statement (b) Balance sheet
(c) Cash flow statement (d) Funds flow statement

Q24. When the proposed dividend is 12% of the paid-up capital, the percentage of profit to be transferred reserve is:

(a) 7 1/2% (b) 3 1/2 %
(c) 2 1/2% (d) 1 1/2 %

Q25. "Proposed dividends" is shown in the balance sheet of a company under the head:

(a) Long-term liabilities (b) Reserves and surplus
(c) Current liabilities (d) Provisions

Q26. 'Non-convertible' debentures refer to:

(a) Short-term debts (b) Owner's capital
(c) Loan capital (d) None of these

Q27. Which of the following is not a current liability:

(a) Bills Payable (b) Bank overdraft
(c) Minority interest (d) Unclaimed dividend

Q28. Which of the following is the registered capital of the company?

(a) Authorised capital (b) Paid-up capital
(c) Uncalled capital (d) Reserve capital

Q29. Share premium received by a company can be used for:

(a) Remuneration of management (b) Any business purpose
(c) Issue of bonus shares (d) Payment of dividend

Q30. When a company issues shares to venders of assets for a consideration other than cash, such shares are issued?

(a) At a premium (b) At per
(c) At a discount (d) Any of the above

Q31. Whenever debentures are cancelled, any profit on cancellation is transferred to:

(a) Capital redemption reserve account
(b) Capital reserve account
(c) Profit and loss account
(d) Sinking fund account

Q32. Right shares are the shares:

(a) Issued by a newly-formed company
(b) First offered to the existing shareholders
(c) First offered to debenture holders
(d) Issued to the directors of the company

Q33. When all the debentures are redeemed, the balance left in the debentures sinking fund account is transferable to:

(a) Sinking fund investment account
(b) General reserves
(c) Debenture account
(d) Capital redemption reserve

Q34. After the re-issue of all forfeited shares, the balance in share forfeiture account, should be:

(a) Transferred to capital reserve account
(b) Added to paid-up capital
(c) Transferred to goodwill account
(d) None of these

Q35. The balance of debenture sinking fund is transferred to which account after the redemption of debentures:

(a) Capital reserve *(b)* Debenture account
(c) General reserve *(d)* Capital reserve

ANSWERS

1.	a	2.	c	3.	d	4.	d	5.	a
6.	d	7.	b	8.	c	9.	d	10.	a
11.	c	12.	b	13.	b	14.	d	15.	c
16.	b	17.	b	18.	b	19.	c	20.	a
21.	a	22.	b	23.	d	24.	c	25.	d
26.	c	27.	c	28.	a	29.	c	30.	d
31.	c	32.	b	33.	b	34.	a	35.	c

9

FINAL ACCOUNTS OF COMPANIES

Q1. Balance sheet of a limited company is prepared in the:
(*a*) Vertical form (*b*) Horizontal form
(*c*) Neither (a) nor (b) (*d*) Both (a) and (b)

Q2. In the balance sheet of the company, fixed deposit are shown under the head:
(*a*) Unsecured loan (*b*) Contingent liability
(*c*) Secured loan (*d*) Current liability

Q3. Interest paid on debenture is shown in:
(a) Profit and loss appropriation account
(b) Income statement
(c) Current liability side of balance sheet
(d) All of the above

Q4. Final accounts of the company are prepared and comprises of the following:
(*a*) Balance sheet (*b*) Income statement
(*c*) Both (a) and (b) (*d*) None of these

Q5. Unclaimed dividend is shown on the liability side of the balance sheet under the head:
(*a*) Miscellaneous items (*b*) Current liabilities
(*c*) Reserve and surplus (*d*) Provisions

Q6. Calls in arrear by deducting the amount from the called up capital is shown in the balance sheet on the:
(*a*) Asset side (*b*) Liability side

(c) Current asset side *(d)* None of these

Q7. In the balance sheet of a company, provision for taxation is shown under:

(a) Provisions *(b)* Contingent liability

(c) Current liability *(d)* Reserves and surplus

Q8. In the balance sheet of a company, which of the following is not a current liability?

(a) Acceptance

(b) Interest accrued but on due on loan

(c) Loan from bank

(d) Unclaimed dividend

ANSWERS

1.	d	2.	a	3.	b	4.	c	5.	b
6.	b	7.	a	8.	c				

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10

ANALYSIS AND INTERPRETATION OF FINANCIAL STATEMENTS

Q1. Liquid assets include:

(a) Cash
(b) Debtorsless bad debts
(c) Marketable securities
(d) All of the above

Q2. Liquid liabilities in include:

(a) Creditors
(b) Bank overdraft
(c) Creditors and other in paid amounts
(d) None of these

Q3. Current ratio is a:

(a) Profit and loss ratio
(b) Balance sheet ratio
(c) Combined ratio
(d) Nominal ratio

Q4. Stock turnover ratio is a:

(a) Activity ratio
(b) Solvency ratio
(c) Liquidity ratio
(d) Activity ratio

Q5. Which of the following asset is not a quick current asset for the purpose of calculating acid text ratio?

(a) Stock
(b) Cash
(c) Net debtors
(d) Short-term bill receivables

Q6. Which of the following is normally treated as a satisfactory ratio of current assets to current liabilities?

(a) 3:1
(b) 1:1
(c) 2:1
(d) 1:2

Q7. Which of the following is a satisfactory liquid or acid test ratio?

(a) 1:1 (b) 1:2
(c) 2:1 (d) 3:1

Q8. Which of the following items is not taken into account while computing current ratio?
(a) Building (b) Secondary debtors
(c) Bank overdraft (d) Secondary creditors

Q9. While calculating quick ratio, which of the following items is not taken into account?
(a) Bank overdraft (b) Bank balance
(c) Cash (d) Secondary creditors

Q10. Which of the following item is not on operating expense?
(a) Advertising
(b) General management salaries
(c) Loss on the sale of motor car
(d) Depreciation of office equipment

Q11. Which of the following is the best of long-term liquidity of a business?
(a) Current ratio (b) Interest coverage ratio
(c) Stock turn over ratio (d) Operating ratio

Q12. Gross profit ratio is the ratio of gross profit to:
(a) Net cash sales (b) Net total sales
(c) Net credit sales (d) Net purchases

Q13. Gross capital employed is equal to:
(a) Fixed assets (b) Current asset
(c) Both (a) and (b) (d) None of these

Q14. The statement "Higher the ratio the lower the profitability" represents which ratio:
(a) Operating ratio (b) Gross profit ratio
(c) Net profit ratio (d) Return on equity ratio

Q15. All of the following are operating expenses, except:
(a) Postage (b) Office expense
(c) Interest (d) Selling overheads

Q16. When net sales are divided by average debtors, the resulting yield would be:

(a) Debtors turnover ratio (b) Acid test ratio
(c) Return on sales ratio (d) Net profit ratio

Q17. Which one of the following transactions change the current ratio?
(a) Purchase of goods for cash (b) Sold goods on credit
(c) Plant required on account (d) None of these

Q18. Net worth of business means:
(a) Total assets (b) Equity capital
(c) Fixed assets minus current assets
(d) Total assets minus total liabilities

Q19. All of the following transaction has effects on the current ratio except:
(a) Preference shares redeem
(b) Bills receivable collected
(c) Motor car sold for cash
(d) Machinery purchased

Q20. Sale of inventory on credit will cause the quick ratio to:
(a) Increase (b) Reduced to zero
(c) Decrease (d) Remain in changed

Q21. Purchase of inventory on credit will cause the quick ratio to:
(a) Increase (b) Decrease
(c) Reduced to zero (d) Remain unchanged

Q22. The return on capital employed shows how well the management has used the funds specialized by:
(a) Shareholders & creditors
(b) Equity shareholders
(c) Equity and preference shareholders
(d) Creditors

Q23. The immediate solvency ratio is:
(a) Current ratio (b) Stocks turns ratio
(c) Quick ratio (d) Debtors turnover ratio

Q24. Ratio of earning that are distributed through dividends is termed as:
(a) Pay out ratio (b) Current ratio
(c) Quick ratio (d) None of these

Q25. ROI is the ratio between:

(a) Investment and profit
(b) Turnover and capital employed
(c) Net profit and capital employed
(d) All of the above

Q26. The statement "Higher the ratio, the more favourable it is" does not apply to:

(a) Operating profit ratio *(b)* Return on investment
(c) Operating ratio *(d)* Stock turnover ratio

Q27. Which of the following is the most rigorous test of the liquidity:

(a) Stock turnover ratio *(b)* Current ratio
(c) Absolute ratio *(d)* Acid test ratio

Q28. Current ratio may be increased by:

(a) Understating current assets
(b) Understating current liabilities
(c) Overstating current assets
(d) Overstating current liabilities

Q29. A person interested in investing for growth in the market price of shares should invest in a company with:

(a) High gross profit ratio *(b)* Low payout ratio
(c) High net profit ratio *(d)* High payout ratio

Q30. Issue of equity capital in exchange of land and building will cause the return on equity capital to:

(a) Decrease *(b)* Increase
(c) Remain unchanged *(d)* Reduce to zero

Q31. Collection of cash from debtors will cause the current ratio to:

(a) Decrease *(b)* Increase
(c) Reduce to zero *(d)* Remain unchanged

Q32. Selling inventory on account will cause the quick ratio to:

(a) Decrease *(b)* Increase
(c) Reduce to zero *(d)* Remain unchanged

Q33. In computing Debt/ equity ratio, debt means:

(a) Short-term creditors *(b)* Long-term creditors
(c) Debentures only *(d)* Both (a) and (b)

Q34. Which of the following ratios indicates a favourable position, if it is high?

(a) Inventory turnover ratio
(b) Capital turnover ratio
(c) Return on investment
(d) All of these

Q35. Which of the following ratios is a favourable indication if it is low?

(a) Operating ratio
(b) Fixed assets turnover ratio
(c) Operating profit ratio
(d) Inventory turnover ratio

Q36. For judging the long-term solvency of a firm, which of the following ratios is most important?

(a) Stock turnover ratio
(b) Return on investments
(c) Debt equity ratio
(d) Fixed assets turnover ratio

Q37. In a common size balance sheet, each item is expressed as a percentage of:

(a) Debt capital
(b) Total assets
(c) Equity capital
(d) Fixed assets

Q38. In common size balance sheet, each item is expressed as a percentage of:

(a) Capital
(b) Liabilities
(c) Fixed assets
(d) Both (a) and (b)

Q39. Comparative financial statements are prepared at the end of:

(a) Every quarter
(b) Every size months
(c) At the will of management
(d) Each financial year

Q40. Which of the following is the most popular and commonly used tool of financial statement analysis?

(a) Cash flow statement
(b) Ratio analysis
(c) Comparative statements
(d) Common size statements

ANSWERS

1.	d	2.	c	3.	b	4.	a	5.	a
6.	c	7.	a	8.	a	9.	a	10.	c
11.	b	12.	b	13.	c	14.	a	15.	c
16.	a	17.	c	18.	d	19.	b	20.	d
21.	b	22.	a	23.	c	24.	a	25.	c
26.	c	27.	c	28.	c	29.	b	30.	a
31.	d	32.	a	33.	d	34.	d	35.	a
36.	c	37.	b	38.	d	39.	c	40.	b

11

STATEMENT OF SOURCES AND APPLICATIONS OF FUNDS

Q1. The flow of fund is said to have taken place when:
- (a) Machinery is purchased for cash
- (b) Cash is received form debtors
- (c) Cash is paid to creditors
- (d) None of these

Q2. Current assets includes the following except:
- *(a)* Cash and bank balance *(b)* Inventory
- *(c)* Furniture *(d)* Debtors

Q3. All of the following are fixed assets except:
- *(a)* Building *(b)* Fixtures
- *(c)* Stock *(d)* Land

Q4. Which of the following is a current liability?
- *(a)* Share capital *(b)* Long-term loans
- *(c)* Debentures *(d)* Outstanding wagers

Q5. Cash sales result into:
- *(a)* Application of fund *(b)* Source of fund
- *(c)* Zero flow of funds *(d)* None of these

Q6. Redemption of preference capital results into:
- *(a)* No flow of funds *(b)* Application of fund
- *(c)* Source of fund *(d)* Limitation of fund

Q7. Cash receive from debtors results into:

(a) No flow of fund (b) Source of fund
(c) Application of fund (d) All of the above

Q8. Which of the following results in the flow of funds?
(a) Loss on the sale of machinery
(b) Creditors issued bills payables
(c) Transfer to general reserve
(d) Building sold on credit

Q9. Rent paid results into:
(a) No flow of fund (b) Source of fund
(c) Application of fund (d) Limitation of fund

Q10. A transaction resulting in the flow of funds when:
(a) Debentures are redeemed
(b) Preference share capital is issued
(c) Non-current asset is purchased out of current assets
(d) All of the above

Q11. Which of the following is not a source of fund?
(a) Profit earned during the year (b) Purchase of machinery
(c) Issue of share capital (d) Long-term loan raised

Q12. Which of the following terms is added to net profit in order to arrive at the figure of funds from operation?
(a) Profit on revaluation of land
(b) Depreciation on machinery
(c) Profit on revaluation of building
(d) Profit on sale of machinery

Q13. When total source of funds are more than total applications of funds, the net effect is:
(a) Zero networking capital
(b) No effect on networking capital
(c) Increase in networking capital
(d) decrease in networking capital

Q14. Payment of interim dividend is a:
(a) Limited flow of fund (b) Source of fund
(c) No flow of fund (d) Application of fund

Q15. Increase in share premium account results in a:

(a) Source of fund (b) Application of fund
(c) No flow of fund (d) Limited flow of fund

Q16. The term "funds" as used in "funds flow statement" means:

(a) Current assets (b) Cash
(c) Current liabilities (d) Current assets minus current liabilities

Q17. Which of the following financial statements explain changes in the assets and liabilities that may have taken place between two dates?

(a) Funds statement (b) Income statement
(c) Position statement (d) None of these

Q18. The term current liabilities is used to describe such obligations which are paid within one year and:

(a) Out of current assets (b) Out of fixed assets
(c) By creating current liabilities (d) Both (a) and (b)

Q19. All of the following are current assets except:

(a) Stock (b) Debtor
(c) Cash (d) Building

Q20. Which of the following is a non-current liability?

(a) Long-term loan (b) Bank overdraft
(c) Sundry creditors (d) Bills payable

ANSWERS

1.	c	2.	c	3.	c	4.	d	5.	b
6.	b	7.	a	8.	d	9.	c	10.	d
11.	b	12.	b	13.	c	14.	d	15.	a
16.	d	17.	a	18.	d	19.	d	20.	a

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12

CASH FLOW STATEMENT

Q1. A cash inflow:

(*a*) Increase total cash (*b*) Increase total assets
(*c*) Increase cash equivalents (*d*) Both (a) and (c)

Q2. Preparation of cash flow statement is:

(*a*) Recommendatory (*b*) Mandatory
(*c*) Required under Income Tax Act (*d*) None of the them

Q3. The item resulting in cash flows is:

(*a*) Transfer to general reserves (*b*) Issue of shares
(*c*) Goodwill written off (*d*) Salaries outstanding

Q4. Cash payment to employees is a cash flow from:

(*a*) Investing activities (*b*) Financing activities
(*c*) Operating activities (*d*) None of these

Q5. When there is a net profit, which of the items are deducted from the net profit to arrive at cash from operations:?

(a) Decrease in current assets
(b) Decrease in current liabilities
(c) Increase in current assets
(d) Increase in current liabilities

Q6. Which of the following is not a cash inflow?

(*a*) Sale of fixed assets (*b*) Issue of debentures

(c) Cash from business operations
(d) Purchase of fixed assets

Q7. For the purpose of cash flow statement, which of the following are cash equivalents?
(a) Short-term highly liquid investments
(b) Cash deposited in current account in bank
(c) Long-term investments
(d) Cash in hand

Q8. Cash flow statement in preparation methods are:
(a) One
(b) Two
(c) Three
(d) Four

ANSWERS

1.	d	2.	a	3.	b	4.	c	5.	c
6.	d	7.	a	8.	b				

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13

AUDITING

Q1. The main objective of audit of accounts of a partnership firm is to:

(a) Meet statutory requirements
(b) Detect errors and funds
(c) Increase the profit
(d) Increase the goodwill

Q2. Internal auditor is appointed by:

(a) The Government
(b) The shareholders
(c) The Management
(d) The statutory auditor

Q3. Auditing begins where:

(a) Accounting ends
(b) Selling ends
(c) Business ends
(d) Inventory valuation ends

Q4. The scope of work of a statutory auditor is determined by:

(a) Law
(b) The Government
(c) The shareholders
(d) The management

Q5. Auditing is compulsory in the case of:

(a) Banking companies
(b) Joint stock companies
(c) Charitable trusts
(d) All of the above

Q6. Cast audit of a company can be conducted by:

(a) Chartered accountant
(b) Cost accountant
(c) Both (a) and (b)
(d) None of these

Q7. Continuous audit is:

(a) Interim audit
(b) Regular audit

(c) Internal audit (d) Continuous audit

Q8. Audit at the end of the year is known as:
(a) Standard audit (b) Efficiency audit
(c) Operational audit (d) Partial audit

Q9. The scope of interim audit falls within the purview of:
(a) Partial audit (b) Cost audit
(c) Final audit (d) Continuous audit

Q10. Interim audit is conducted between two:
(a) Final audits (b) Continuous audits
(c) Cost audits (d) Interim control

Q11. Internal check is a part of the whole system of:
(a) Continuous audit (b) Internal control
(c) Internal audit (d) Annual control

Q12. Except in special cases, the retiring auditor is automatically:
(a) Disqualified (b) Suspended
(c) Re-appointed (d) Dismissed

Q13. Vouching relates to:
(a) Cash payments (b) Cash receipts
(c) Credit transaction (d) All of the above

Q14. Where the provisions of the Companies Act are violated, the auditor must report the same to the:
(a) Shareholders (b) Managing Director
(c) Board of Directors (d) Central Government

Q15. Audit programme implies planning of audit work by:
(a) The accounting staff (b) The audit staff
(c) The managing director (d) None of these

Q16. Audit of sole proprietorship is:
(a) Unnecessary (b) Advisable
(c) Compulsory (d) Mandatory

Q17. Continuous audit is useful for:
(a) Small concerns (b) Medium size concern
(c) Big concerns (d) No one

Q18. Balance sheet audit is useful for:

(*a*) Big concerns (*b*) Small concerns
(*c*) Medium size concerns (*d*) Infinite concerns

Q19. Internal audit is helpful in:
(*a*) Audit in depth (*b*) Statutory audit
(*c*) Internal check (*d*) Prevention of errors or frauds

Q20. The duties of auditor of a partnership firms as are regulated by:
(a) Agreement between partnership firm and auditor
(b) Partnership Ordinance
(c) Partnership Act
(d) Partnership deed

Q21. The liability of an auditor can be:
(*a*) Civil (*b*) Criminal
(*c*) Both (a) and (b) (*d*) None of these

Q22. Where there is no satisfactory system of internal check, which type of audit is more suitable?
(*a*) Management audit (*b*) Balance sheet audit
(*c*) Continuous audit (*d*) Periodical audit

Q23. An auditor of a company is appointed for a period of:
(*a*) Five years (*b*) Four years
(*c*) Three years (*d*) One year

Q24. A vacancy caused by the registration of an auditor is filled by:
(*a*) Board of directors (*b*) The managing director
(*c*) General meeting (*d*) Any one director

Q25. A company auditor may be removed by:
(*a*) General meeting (*b*) Any one director
(*c*) The managing director (*d*) Board of directors

Q26. Test checking reduces the:
(*a*) Liability of an auditor (*b*) Work of an auditor
(*c*) Both (a) and (b) (*d*) None of these

Q27. A company auditor can attend general meeting of the company as a motor of:
(*a*) Duty (*b*) Obligation

(c) Right (d) Compulsion

Q28. Internal audit is helpful in:

(a) Auditing items depth (b) Detection of errors and frauds

(c) Prevention of errors and frauds (d) Enhancement of errors and frauds

Q29. An in-depth examination to detect a suspected fraud in an enterprise may be termed as:

(a) Investigation (b) Internal audit

(c) Financial audit (d) Management audit

Q30. Who is responsible for introducing and maintaining internal control relating to accounting system in a company?

(a) Government (b) Management

(c) Auditor (d) Company Law Board

Q31. An auditor of a partnership firm is appointed as per:

(a) Convention (b) Agreement

(c) Government order (d) Statute

Q32. By observing, testing and assessing, an auditor examines the system of:

(a) Statutory audit (b) Internal audit

(c) Continuous audit (d) Internal control

Q33. Balance sheet audit is useful if the concern is:

(a) A big one (b) A small one

(c) Without internal check (d) Weak in internal check

Q34. Special audit can be ordered by:

(a) Debenture holders (b) SEBI

(c) Central government (d) Preference shareholders

Q35. Management audit is ordered by the:

(a) Board of directors (b) Government

(c) Workers of a company (d) None of these

Q36. When an auditor detects material weakness in the internal checks and control system of the company under audit, he should report his findings as per:

(a) SEBI orders (b) ICAI orders

(c) ICWAI orders (d) MAOCAR orders

Q37. When an auditor places a high degree of reliance on an internal control procedures, the acceptable risk of over-reliance would be:

(a) Zero (b) Moderate

(c) Low (d) High

Q38. A file which contains rules governing the organisation under audit is known as:

(a) Permanent file (b) Current file

(c) Routine file (d) Precedence file

Q39. The remuneration of an auditor of a partnership firm is fixed by:

(a) The Partnership Act (b) The Government

(c) The Companies Act. (d) None of these

Q40. Audit report along with annual account is given by:

(a) Government auditor (b) Secretarial auditor

(c) Statutory auditor (d) Internal auditor

ANSWERS

1.	b	2.	c	3.	a	4.	a	5.	b
6.	b	7.	b	8.	d	9.	c	10.	a
11.	b	12.	d	13.	d	14.	a	15.	b
16.	a	17.	c	18.	a	19.	d	20.	a
21.	c	22.	c	23.	d	24.	c	25.	a
26.	c	27.	b	28.	a	29.	c	30.	c
31.	b	32.	d	33.	a	34.	c	35.	a
36.	b	37.	d	38.	a	39.	d	40.	c

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14

MEANING, NATURE AND OBJECTIVES OF BUSINESS

Q1. Business means:

(a) Industry and commerce *(b)* commerce

(c) Selling and buying of goods *(d)* Track and Commerce

Q2. Industry includes:

(a) Transport compares *(b)* Banking Indus

(c) Insurance business *(d)* All of the above

Q3. Fishing should be classified as:

(a) Genetic industry *(b)* Extracting industry

(c) Construction industry *(d)* Manufacturing industry

Q4. Fish culture should be classified as:

(a) Construction industry *(b)* Extractive industry

(c) General industry *(d)* Manufacturing industry

Q5. Which of the following is an extractive industry?

(a) Hunting *(b)* Flour mills

(c) Cattle breeding *(d)* Forest culture

Q6. Which of the following is not a manufacturing industry?

(a) Fruit canning *(b)* Mining

(c) Iron and steel works *(d)* Flour mills

Q7. Nurseries multiplying and selling plants should be classified as:

(*a*) Construction industry (*b*) Manufacturing industry

(*c*) Genetic industry (*d*) Extractive industry

Q8. A valid definition of a business purpose is to:

(*a*) Increase the wealth of the firm (*b*) Serve the society

(*c*) Create a customer (*d*) Maximum profits

ANSWERS

1.	a	2.	d	3.	b	4.	c	5.	a
6.	b	7.	c	8.	c				

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15

Forms of Business Organisation

Q1. Which of the following form of business organisation is the oldest one?

(a) Sole proprietorship (b) Partnership

(c) Joint stock company (d) Co-operative undertaking

Q2. The maximum number of partners in a firm for a general business is:

(a) 10 (b) 20

(c) 30 (d) 40

Q3. The maximum number of partners in a firm has been specified by:

(a) The Contract Act, 1956 (b) The Companies Act, 1956

(c) The Partnership Act, 1932 (d) The Contract Act, 1932

Q4. The maximum number of partners in a firm carrying on banking business is:

(a) 5 (b) 10

(c) 15 (d) 20

Q5. The agreement of partnership:

(a) Must be in writing (b) Must be oral

(c) Must be in writing on a stamp paper (d) Can be either oral or in writing

Q6. Dissolution of partnership must take place when:

(a) Business is running at a loss (b) A partner becomes of unsound mind

(c) A partner dies (d) A partner misbehavers

Q7. The minimum number of members in a private limited company is:

(a) 7 (b) 5

(c) 3 (d) 2

Q8. The maximum number of members in a private limited company is:

(a) 70 (b) 50

(c) 30 (d) 20

Q9. The minimum number of directors in a private limited company is:

(a) 1 (b) 2

(c) 3 (d) 4

Q10. The maximum number of members in a public limited company is:

(a) Limited (b) Unlimited

(c) 50 (d) 70

Q11. The liability of shareholders of a public company is limited to the:

(a) Extent of their private assets (b) Paid-up value of share

(c) Nominal value of shares (d) None of these

Q12. The minimum number of members required for registration of a co-operative society is:

(a) Five (b) Ten

(c) Fifteen (d) Twenty

Q13. Companies which need not frame their own articles of association are:

(a) Private companies limited by shares (b) Companies limited by guarantee

(c) Public companies limited by shares (d) Unlimited companies

Q14. Which of the following documents contains rules and regulations for internal management of the company?

(a) Prospectus (b) Articles of association

(c) Memorandum of association (d) None of these

Q15. Which of the following is the most important documents of the company?

(a) Articles of association (b) Memorandum of

association

(c) Annual report (d) Prospectus

Q16. Which of the following documents defines the scope of the company's activities?

(a) Articles of association (b) Memorandum of Association

(c) Statutory declaration (d) Prospectus

Q17. Which of the following can be changed with retrospective effect?

(a) Articles of association (b) Memorandum of association

(c) Prospectus (d) Statutory declaration

Q18. Which of the following is the top administrative organ of the company?

(a) General manager (b) Shareholders

(c) Board of directors (d) Managing directors

Q19. The first directors of a company are appointed by:

(a) The articles of association

(b) The shareholders in general meeting

(c) The promoters

(d) None of these

Q20. A public corporation means:

(a) Statutory corporation (b) Government company

(c) Public company (d) None of these

Q21. The partnership entity is:

(a) Legal entity (b) Accountable entity

(c) Both (a) and (b) (d) None of these

Q22. The "Return of allotment" has to be filed with the registrar in the case of:

(a) Allotment of debentures

(b) Issue of shares by a private company

(c) Re-issue of forfeited shares

(d) None of these

Q23. The charter of a company is its:

(a) Articles of association

(b) Prospectus

(c) Statement is lieu of prospectus

(d) Memorandum of association

Q24. Which of the following is not a distinctive feature of the co-operative form of business organisation:

(a) One share one vote system *(b)* Corporate status

(c) Democratic management *(d)* Service before self

Q25. A joint stock company's letterhead must, by law, have the address of the :

(a) Factory *(b)* Registered office

(c) Managing director *(d)* Head office

Q26. The liability of shareholders of a public limited company is limited to the:

(a) Amounts called up *(b)* Paid up value of shares

(c) Nominal value of shares *(d)* Extent of their private assets

Q27. In the case of a deemed public limited company, the maximum number of members is restricted of:

(a) 25 *(b)* 50

(c) 100 *(d)* 150

Q28. Economic oligarchy, fraudulent practice, bureaucratic management and difficulty in formation are the limitations of a:

(a) Co-operative society *(b)* Partnership firm

(c) Sole proprietary concern *(d)* Joint stock company

ANSWERS

1.	a	2.	b	3.	a	4.	b	5.	d
6.	c	7.	d	8.	b	9.	b	10.	b
11.	c	12.	b	13.	c	14.	b	15.	b
16.	b	17.	a	18.	c	19.	c	20.	a
21.	d	22.	b	23.	d	24.	a	25.	b
26.	c	27.	b	28.	d				

16

BUSINESS FINANCE

Q1. The term "Capitalization" is used in relation to:

(a) Joint stock companies *(b)* Sole-proprietorship

(c) Partnership *(d)* Co-operative societies

Q2. A partnership firm cannot raise funds by:

(a) Partner's capital *(b)* Debentures

(c) Partner's loan *(d)* Bank loan

Q3. Watered capital means:

(a) Under-capitalization *(b)* Over-capital means

(c) Excessive capital *(d)* Part of the capital not represented by assets

Q4. Under-capitalization can be remedied by:

(a) Reduction of interest on debentures

(b) Redemption of debentures

(c) Redemption of preference shares

(d) Issue of bonus shares

Q5. Working capital can be used for the purchase of:

(a) Raw material *(b)* Goodwill

(c) Land and building *(d)* Machinery

Q6. Which of the following securities is not redeemable?

(a) Debentures *(b)* Cumulative preference shares

(c) Preference shares *(d)* Equity shares

Q7. Which of the following sources is not used for medium-term financing?

(a) Issue of preference shares (b) Issue of debentures
(c) Issue of equity shares (d) Term loans from banks

Q8. Which of the following is used for financing short-term requirements of a company?
(a) Issue of debentures (b) Issue of shares
(c) Issue of preference shares (d) Bank loan

Q9. When promoters want to retain control of the company, they should raise large proportion of funds by:
(a) Preference capital (b) Debentures
(c) Equity capital (d) Both (a) and (b)

Q10. Working capital requirements can be raised by:
(a) Issue of shares (b) Issue of debentures
(c) Re-investment of earning (d) Loans from commercial banks

Q11. In which of the following, investment is most risky:
(a) Preference shares (b) Equity shares
(c) Debentures (d) Fixed deposits

Q12. Which of the following sureties proves a burden an the finances of the company, when company is not earning profits?
(a) Equity shares (b) Debentures
(c) Preference shares (d) None of these

Q13. A project, which may not add to the existing profits, should be financed by:
(a) Equity capital (b) Debentures
(c) Public deposits (d) Preference shares

Q14. Which of the following is not an ownership security?
(a) Debentures (b) Equity shares
(c) Preference shares (d) Public deposits

Q15. In which of the following, rate of interest/dividends is not fixed?
(a) Debentures (b) Preference capital
(c) Equity capital (d) Public deposits

Q16. In which of the following, interest/ dividend is payable even if the company does not earn profit?

(a) Preference capital
(b) Debentures
(c) Equity capital
(d) Public deposits

Q17. Debentures cannot be:

(a) Participating debentures
(b) Registered debentures
(c) Irredeemable debentures
(d) Bearer debentures

Q18. A company can purchase its own:

(a) Debentures
(b) Preference shares
(c) Equity shares
(d) All of the above

Q19. Control of management of the company mainly vests in:

(a) Preference shareholders
(b) Equity shareholders
(c) Debenture holders
(d) None of these

Q20. Deffered shares can be issued by:

(a) Private company
(b) Public company
(c) Both (a) and (b)
(d) None of these

ANSWERS

1.	a	2.	b	3.	d	4.	d	5.	a
6.	d	7.	c	8.	d	9.	d	10.	d
11.	b	12.	b	13.	a	14.	a	15.	c
16.	b	17.	a	18.	a	19.	b	20.	c

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17

CAPITAL AND MONEY MARKETS

Q1. New issue market is an integral part of:

(a) Stock exchange *(b)* Money market
(c) Capital market *(d)* All of the above

Q2. Which of the following are components of organised sector of stock exchange?

(a) Stock exchanges *(b)* Investors in securities
(c) Commercial banks *(d)* All of the above

Q3. When an existing company offers its shares for sale to existing shareholders, it is known as:

(a) Offer for sale *(b)* Right issue
(c) Bonus issue *(d)* Private placing

Q4. All of the following methods are used to raise capital through the sale of new securities:

(a) Stock exchange placing *(b)* By issue of prospectus
(c) Rights issue *(d)* Private placing

Q5. Underwriting is a technique of selling:

(a) Second-hand securities *(b)* New securities
(c) Both (a) and (b) *(d)* None of these

Q6. Which of the following is not a speculator in the stock exchange?

(a) Stag *(b)* Brokers
(c) Bear *(d)* Bull

Q7. Which of the following spectators expects fall in the prices of securities in

the near future?

(a) Bull (b) Stage
(c) Bear (d) None of these

Q8. Which of the following speculative activities is based on disparity in quoted prices in different markets?

(a) Blank transfer (b) Margin trading
(c) Option dealing (d) Arbitrage

Q9. A speculative activity, which is undertaken to make profit out of differences in prices of a security in two markets, is known as:

(a) Margin trading (b) Option dealing
(c) Arbitrage (d) None of these

Q10. When right to purchase securities is acquired, it is known as:

(a) Put option (b) Call option
(c) Double option (d) Single option

Q11. When a right to sell a security is acquired, it is known as:

(a) Put option (b) Call option
(c) Double option (d) Single option

Q12. Stock exchange deals with the :

(a) Issue of equity shares (b) Issue of preference shares
(c) Issue of debentures (d) Second hand securities

Q13. Purchase and sale of shares before or after official trading hours of stock exchange is known as:

(a) Margin trading (b) Kerb trading
(c) Hammering (d) Short selling

Q14. Continuous forward selling to depress prices in the stock exchange is called:

(a) Bear hammering (b) Short selling
(c) Bear square (d) None of these

Q15. Mutual funds are to be operated by:

(a) Public sector banks (b) Private sector banks
(c) Financial institutions (d) Asset management companies

ANSWERS

1.	c	2.	d	3.	b	4.	a	5.	b
6.	b	7.	c	8.	d	9.	c	10.	b
11.	a	12.	d	13.	b	14.	c	15.	d

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18

BUSINESS COMBINATIONS AND RATIONALIZATION

Q1. One of the impelling causes of business combination is:
- *(a)* Wasteful competition
- *(b)* Influence of tariffs
- *(c)* Desire for bigness
- *(d)* Rationalisation

Q2. When three sugar mills combine, it result in:
- *(a)* Lateral combination
- *(b)* Vertical combination
- *(c)* Horizontal combination
- *(d)* Diagonal combination

Q3. When a cement mill, a steel mill and a chemical company combine, it is a case of:
- *(a)* Lateral combination
- *(b)* Circulation combination
- *(c)* Vertical combination
- *(d)* Diagonal combination

Q4. Combination of plants at the same stage of production or in the same trade or commerce is called a:
- *(a)* Vertical combination
- *(b)* Horizontal combination
- *(c)* Diagonal combination
- *(d)* Lateral combination

Q5. Pools are a type of:
- *(a)* Allied combinations
- *(b)* Vertical combinations
- *(c)* Horizontal combination
- *(d)* None of these

Q6. Cartel is a type of:
- *(a)* Horizontal
- *(b)* Mixed combination

combination
- (c) Allied combination (d) Vertical combination

Q7. Amalgamation is a form of:
- (a) Complete consolidation (b) Trade association
- (c) Federation (d) Partial consolidation

Q8. Cartel is a form of:
- (a) Partial consolidation (b) Trade association
- (c) Federation (d) None of these

Q9. An understanding arrived at by certain businessman to divide the market amongst them is known as:
- (a) Chamber of commerce (b) Trade associations
- (c) Partial consolidation (d) Informal agreements

Q10. Which of the following is a form of federation?
- (a) Trade union (b) Holding company
- (c) Pools (d) Allied combinations

Q11. In which of the following forms of combinations a common sales agency or syndicate is attached?
- (a) Trust (b) Cartels
- (c) Trade association (d) Informal agreements

Q12. When a company, which is a holding company controlling its subsidiaries but is itself a subsidiary controlled by another holding company, it is known as:
- (a) Pure holding company
- (b) Primary holding company
- (c) Mixed holding company
- (d) Intermediate holding company

Q13. Complete consolidation of business can be achieved through:
- (a) Combination trust (b) Acquisition
- (c) Amalgamation (d) Interlocking

Q14. Pool is a business combination in the sphere of:
- (a) Output (b) Income & profit
- (c) Sales (d) All of the above

Q15. Technological updating would invariably require:

(*a*) Change in management (*b*) Induction of fresh capital
(c) Privatization of public enterprizes
(d) Retrenchment of workers

ANSWERS

1.	a	2.	c	3.	b	4.	b	5.	c
6.	a	7.	a	8.	c	9.	d	10.	c
11.	b	12.	d	13.	c	14.	d	15.	b

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19

FOREIGN TRADE

Q1. Export procedure begins with:
- *(a)* Marine insurance
- *(b)* Indent
- *(c)* Shipping bill
- *(d)* Mate's receipt

Q2. Import procedure begins with:
- *(a)* Indent
- *(b)* Shipping order
- *(c)* Marine insurance
- *(d)* Mate's Receipt

Q3. When imports exceed exports, the balance of trade is:
- *(a)* Favourable
- *(b)* Unfavourable
- *(c)* Both (a) and (b)
- *(d)* None of these

Q4. When exports exceed imports, the balance of trade is:
- *(a)* Favourable
- *(b)* Unfavourable
- *(c)* Both (a) and (b)
- *(d)* None of these

Q5. When custom duty is levied, according to the measurements of goods, it is known as:
- *(a)* Specific duty
- *(b)* Excise duty
- *(c)* Revenue duty
- *(d)* Ad-valoren duty

Q6. A letter of credit (L/C) is produced by:
- *(a)* An importer
- *(b)* An exporter
- *(c)* Custom authorities
- *(d)* Shipping company

Q7. If complete ship is hired, the shipping company issues:
- *(a)* Shipping order
- *(b)* Charter party
- *(c)* Bill of entry
- *(d)* None of these

Q8. Which of the following is a document of the title to the goods?

(a) Bill of entry (b) Bill of lading
(c) Certification of origin (d) Letter of credit

Q9. If the importer wishes to re-export the goods, which of the following documents is required to be prepared:

(a) Charter party (b) Shipping bill
(c) Bill of lading (d) Shipping order

Q10. Which of the following documents certifies the origin of the goods imported?

(a) Bill of sight (b) Consular invoice
(c) Mate's receipt (d) Dock's receipt

Q11. The bill of exchange drawn by exporter on the importer is known as:

(a) Bill of loading (b) Bill of entry
(c) Documentary bill (d) Bill of sight

Q12. Extrepot trade means:

(a) Import trade (b) Foreign trade
(c) Export trade (d) Goods imported for re-exporting

Q13. The importer cannot take delivery of goods unless he produces the:

(a) Bill of lading (b) Bill of sight
(c) Shipping bill (d) Mate's receipt

Q14. The number of copies to be prepared for a bill of lading are:

(a) One (b) Two
(c) Three (d) Four

Q15. A bill of entry has usually:

(a) Four copies (b) Three copies
(c) Two copies (d) One copy

Q16. Primage is a payment made of:

(a) Insurance-in-transit (b) Loading the goods
(c) Packing of goods (d) None of these

Q17. A letter of credit is opened on behalf of:

(a) An exporter (b) A buying agent
(c) An importer (d) A bank

Q18. Mate's receipt is issued by:

(a) The exporter
(b) The importer
(c) The captain of the ship or his assistant
(d) The bank

Q19. A foul bill of lading is issued when:

(a) Goods are damaged
(b) Goods are a stolen property
(c) Goods are not properly trade
(d) None of these

Q20. Port Trust dues are payable by:

(a) Importer
(b) The forwarding agent
(c) Shipping company
(d) Exporter

ANSWERS

1.	b	2.	a	3.	a	4.	b	5.	a
6.	b	7.	b	8.	b	9.	b	10.	c
11.	c	12.	d	13.	a	14.	c	15.	b
16.	b	17.	c	18.	c	19.	a	20.	a

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20

INSURANCE

Q1. Principle of utmost good faith applies an:

(a) Insured only (b) Insurer only
(c) Both (a) and (b) (d) None of these

Q2. In life insurance life, a person must disclose his correct date of birth under the principle of:

(a) Indemnity (b) Subrogation
(c) Utmost good faith (d) Contribution

Q3. The principle of subrogation applies to:

(a) Fire and marine insurance (b) Fire insurance only
(c) Life insurance only (d) Marine insurance only

Q4. Principle of indemnity does not apply to:

(a) Fire insurance (b) Life insurance
(c) Marine insurance (d) Theft insurance

Q5. In which of the following kinds of insurance, insurable interest should be present only at the time of loss of subject-matter?

(a) Marine insurance (b) Life insurance
(c) Fire insurance (d) None of these

Q6. Surrender value is applicable only in case of:

(a) Fire insurance (b) Marine insurance
(c) Life insurance (d) All of the above

Q7. In marine insurance, if the value of the subject-matter is not specified, it is called:

(a) Floating policy (b) Open policy
(c) Valued policy (d) Mixed policy

Q8. "Causa Proxima" implies that the loss must arise from:
(a) Unforeseen source (b) An ascertainable source
(c) Caused insured against (d) The nearest place

Q9. A ship dashed against a rock in high seas and sinks. It is a:
(a) Constructive total loss (b) General average loss
(c) Actual total loss (d) Particular average loss

Q10. Both "security" and "investment" elements are available:
(a) In life insurance (b) In fire insurance
(c) In marine insurance (d) In all of the above

ANSWERS

1.	c	2.	c	3.	a	4.	b	5.	a
6.	c	7.	b	8.	b	9.	c	10.	a

****

21

PRINCIPLES AND FUNCTIONS OF MANAGEMENT

Q1. A special kind of plan formulated in order to meet the challenge of competitors is called:

(a) Programme *(b)* Projects

(c) Strategy *(d)* Single use plan

Q2. A plan when expressed in quantitative terms is known as:

(a) Budget *(b)* Procedure

(c) Policy *(d)* Objective

Q3. Process of planning starts with clearly laying down of:

(a) Procedures *(b)* Goals and objectives

(c) Policies *(d)* Budget

Q4. Policy-making is an important part of the process of:

(a) Coordinating *(b)* Planning

(c) Organising *(d)* Motivating

Q5. The famous book "The Philosophy of Management" was written by:

(a) Oliver Sheldon *(b)* F.W. Taylor

(c) Herry Fayol *(d)* Peter F. Drucker

Q6. Which of the following management functions are closely related?

(a) Planning & staffing *(b)* Planning & control

(c) Staffing & control *(d)* Planning & organising

Q7. Management is a study of:

(a) Arts *(b)* Science

(c) Both (a) and (b) *(d)* None of these

Q8. Planning function of management is performed by:

(a) Lower management (b) Middle management

(c) Top management (d) All of the above

Q9. 'Control' function of management, cannot be performed without:

(a) Organising (b) Planning

(c) Staffing (d) Motivation

Q10. Control function of management embraces:

(a) Cost control and Financial control

(b) Budgetary control

(c) Production control

(d) All of the above

Q11. Which of the following is the oldest type of organisation?

(a) Functional organisation (b) Line organisation

(c) Committee organisation (d) None of these

Q12. Functional type of organisation was first developed by:

(a) Military (b) Taylor of scientific management

(c) Henry Fayol (d) All of the above

Q13. In 'line and staff' organisation, the authority lies in:

(a) Line (b) Staff

(c) Both (a) and (b) (d) None of these

Q14. The main advantage of line and staff organisation is:

(a) Simplicity (b) Specialisation

(c) Availability of export advice (d) Speedy decision making

Q15. The main advantage of functional organisation is:

(a) Simplicity (b) Specialisation

(c) Expert advice (d) Experience

Q16. Communication in an organisation flows from:

(a) Top to bottom (b) Bottom to top

(c) Both (a) and (b) (d) None of these

Q17. Line organisation is also known as:

(a) Formal organisation (b) Informal organisation
(c) Functional organisation (d) Military organisation

Q18. Communication can be:
(a) Upward (b) Downward
(c) Sideward (d) All of the above

Q19. The main objective of budgeting is:
(a) Planning (b) Control
(c) Co-ordination (d) All of the above

Q20. The need-hierarchy theory of motivation is given by:
(a) Herzberg (b) Maslow
(c) Vroom (d) McGregor

Q21. Which of the following is motivating factor as per Herzberg's theory?
(a) Salary (b) Allowances
(c) Job design (d) Working conditions

Q22. Which of the following is the most democratic form of organisation?
(a) Committee (b) Functional
(c) Line & staff (d) Line

Q23. Which of the following is not a technique of control?
(a) Budgeting (b) Span of control
(c) Quality control (d) Internal audit

Q24. Motivation is an element of:
(a) Planning function (b) Organisation function
(c) Direction function (d) Control function

Q25. Effective supervision is an activity of:
(a) Direction function (b) Coordination function
(c) Planning function (d) Control function

Q26. Minimum wages are fixed by:
(a) Trade union (b) State government
(c) Employees (d) Court of law

Q27. In an organisation, the most important element is:
(a) People (b) Time
(c) Cost (d) Tasks

Q28. Everything that goes to increase the importance of the subordinates is known as:
- *(a)* Decentralization
- *(b)* Delegation
- *(c)* Centralization
- *(d)* Span of control

Q29. Marketing manager may be classified in the category of:
- *(a)* Top level management
- *(b)* Lower level management
- *(c)* Middle level management
- *(d)* All of the above

Q30. Examination of alternative courses of action is an activity which falls under:
- *(a)* Organisation function
- *(b)* Planning function
- *(c)* Direction function
- *(d)* Control function

ANSWERS

1.	c	2.	a	3.	b	4.	b	5.	a
6.	b	7.	c	8.	d	9.	b	10.	d
11.	b	12.	b	13.	a	14.	c	15.	b
16.	c	17.	d	18.	d	19.	d	20.	b
21.	d	22.	a	23.	b	24.	c	25.	a
26.	b	27.	a	28.	a	29.	c	30.	b

****

22

OFFICE MANAGEMENT

Q1. In a small company, who acts as an office supervisor?
(a) Managing director (b) Director
(c) Accountant (d) Secretary

Q2. Basis of departmentation is:
(a) Service rendered (b) Geographical area
(c) Products handled (d) Any of the above

Q3. Which method of filing is described as the best:
(a) Vertical filing (b) Horizontal filing
(c) Box files (d) Flat files

Q4. In which of the following methods of filing, files or folders are kept in a standing upright position?
(a) Flat files (b) Horizontal files
(c) Vertical files (d) Box files

Q5. In which of the following methods of filing, files or folders are kept in a horizontal position?
(a) Supervision filing (b) Vertical filing
(c) Lateral filing (d) Box files

Q6. The heart of a computer system is:
(a) Input device (b) Output device
(c) Central processing unit (d) None of these

Q7. Blue printing is also known as:
(a) Microfilming (b) Diazo

(c) Lithography (d) Xerography

Q8. The computations in a computer are performed by:
- *(a)* Memory unit
- *(b)* Output unit
- *(c)* Control unit
- *(d)* Logical unit

Q9. The latest and the most advance communication system is:
- *(a)* Fax machine
- *(b)* Telex
- *(c)* Teleprinter
- *(d)* Telephone

Q10. File movement register keeps tracks of:
- *(a)* Classification of records
- *(b)* Inventory of records
- *(c)* Indexing of records
- *(d)* Numbering of data

Q11. The use of office machine cannot:
- *(a)* Save labour
- *(b)* Promote accuracy
- *(c)* Enhance production
- *(d)* None of these

Q12. Computer output consists of:
- *(a)* Pouched cards
- *(b)* Printed page
- *(c)* Magnetic tapes.
- *(d)* All of the above

ANSWERS

1.	c	2.	d	3.	a	4.	c	5.	d
6.	c	7.	b	8.	d	9.	a	10.	b
11.	c	12.	d						

****

23

COMPANY LAW AND SECRETARIAL PRACTICE

Q1. A company secretary is appointed by:

(a) The government (b) The board of directors

(c) Debenture holders (d) Shareholders

Q2. Which of the following companies must hold a statutory meeting?

(a) Unlimited company (b) Private company

(c) Public limited company (d) None of these

Q3. Which of the following is the first official general meeting of the shareholders?

(a) Statutory meeting (b) Annual general meeting

(c) Extraordinary meeting (d) Seasonal meeting

Q4. Which of the following documents must be annexed to every notice of annual general meeting?

(a) Auditor's report (b) Audited accounts

(c) Director's report (d) All of the above

Q5. Unless otherwise provided, a proxy appointed is allowed to vote on voting by:

(a) Show of hand (b) Poll

(c) Both (a) and (b) (d) None of these

Q6. Which of the following types of voting is prohibited by the Companies Act of the purpose of general meeting?

(a) Secret ballot (b) Show of hands

(c) Poll (d) None of these

Q7. Which of the following is not an example of ordinary business?

(a) Appointment of auditors
(b) Appointment of sole-selling agents
(c) Appointment of directors
(d) Declaration of dividends

Q8. Minutes of the meeting must be signed by the:

(a) Each director attending the meeting
(b) Secretary of the company
(c) Chairman of the meeting
(d) Chairman and secretary

Q9. The minute book can be inspected by the:

(a) Debenture holders on payment
(b) Shareholders free of charge
(c) any one on payment
(d) None of these

Q10. A company secretary should have thorough knowledge and understanding of the previsions of:

(a) Company Law (b) Labour Law
(c) Tax Laws (d) All of the above

Q11. Annual general meeting can be called by the:

(a) Managing director (b) Company secretary
(c) Board of directors (d) Non-executive director

Q12. A company can invest money in another company only if it is so authorized by its:

(a) Articles of Association (b) Auditors
(c) Company secretary (d) Memorandum of association

ANSWERS

1.	b	2.	c	3.	a	4.	d	5.	b
6.	a	7.	b	8.	d	9.	a	10.	d
11.	c	12.	a						

24

PRINCIPLES OF ACCOUNTING

1. **A systematic way to maintain the books of accounts is called:**
   - *(a)* Economics
   - *(b)* Accountancy
   - *(c)* Book keeping
   - *(d)* Auditing
2. **An art of reading, classifying and summarizing of transactions is called:**
   - *(a)* Accounting
   - *(b)* Accountancy
   - *(c)* Auditing
   - *(d)* Book keeping
3. **The maintenance of accounts in a systematic way is called:**
   - *(a)* Accounting
   - *(b)* Reading
   - *(c)* Book keeping
   - *(d)* Auditing
4. **Goods return by the customer are termed as:**
   - *(a)* Purchase return
   - *(b)* Customer return
   - *(c)* Sales return
   - *(d)* Inventory return
5. **Modern system of book keeping is called:**
   - *(a)* Double entry system
   - *(b)* American system
   - *(c)* Single entry system
   - *(d)* Italic system
6. **The person to whom goods are sold on credit is called:**
   - *(a)* Buyer
   - *(b)* Seller
   - *(c)* Debtor
   - *(d)* Creditor
7. **Double entry means:**
   - *(a)* Entry in two sets of books
   - *(b)* Entry at two ends
   - *(c)* Entry at two dates
   - *(d)* Entry for two aspects of the

transaction

8. **Discount received is a/an:**
   (a) Asset (b) Expense
   (c) Liability (d) Revenue

9. **Obligations of the business are known as:**
   (a) Liabilities (b) Revenue
   (c) Expenses (d) Assets

10. **The amount invested by the proprietor to start the business is called:**
    (a) Capital (b) Business
    (c) Drawings (d) All of them

11. **Cash discount is provided on:**
    (a) Purchases (b) Prompt payment
    (c) Sales (d) Sales return

12. **Goods returned to customer are known as:**
    (a) Merchandise return (b) Purchase return
    (c) Return inwards (d) Sales return

13. **The excess of current assets over current liabilities is called:**
    (a) Working capital (b) Circulating capital
    (c) Fixed capital (d) Trading capital

14. **When goods, in which business deals are sold, it is called:**
    (a) Purchases (b) Return inward
    (c) Sales (d) Return outward

15. **Sales return is also known as:**
    (a) Return received (b) Return payed
    (c) Return inward (d) Return outward

16. **A reduction in price is called:**
    (a) Paid price (b) Invoice price
    (c) Book price (d) Discount

17. **Cash bought by the owner to start business is called:**
    (a) Loan (b) Capital
    (c) Drawing (d) All of them

18. **The concession received on the price of defective goods is called:**
    (a) Allowance (b) Trading discount

(c) Discount (d) Cash discount

19. **In support of business transaction, any written audience is called:**
(a) Allowance (b) Price
(c) Voucher (d) Discount

20. **Building and furniture are called:**
(a) Fixed assets (b) Intangible assets
(c) Current assets (d) Fictitious assets

21. **For the business, capital is:**
(a) Asset (b) Expense
(c) Liability (d) All of them

22. **When owner withdraws cash for its private use, it is called:**
(a) Profit (b) Drawing
(c) Expense (d) Income

23. **Assets having physical existence are called:**
(a) Tangible assets (b) Liquid assets
(c) Intangible assets (d) Current assets

24. **The assets which have some market value are called:**
(a) Fictitious assets (b) Real assets
(c) Fixed assets (d) Quick assets

25. **The assets which come into existence upon the happening of a certain event are called:**
(a) Contingent assets (b) Fixed assets
(c) Fictitious assets (d) Quick assets

26. **Income earned but not received is called:**
(a) Outstanding asset (b) Contingent asset
(c) Fictitious asset (d) Real asset

27. **Debts which are payable in the course of a month are called:**
(a) Fixed liabilities (b) Liquid liabilities
(c) Current liabilities (d) External liabilities

28. **The unsold goods are:**
(a) Inventory (b) Equity
(c) Purchases (d) Sales return

29. **Equity is equal to:**

(a) Liability – Capital (b) Assets – Capital
(c) Liability + Capital (d) liability ÷ Capital

30. **The systems of accounting are:**
(a) Four (b) Three
(c) Two (d) Five

ANSWERS

1.	c	2.	a	3.	c	4.	c	5.	a
6.	c	7.	d	8.	d	9.	a	10.	c
11.	b	12.	b	13.	a	14.	c	15.	c
16.	d	17.	a	18.	a	19.	c	20.	a
21.	a	22.	b	23.	a	24.	b	25.	a
26.	a	27.	c	28.	a	29.	c	30.	c

25

ACCOUNTING EQUATION

1. **Accounting equation is also known as:**
   - *(a)* Basic equation
   - *(b)* Specific equation
   - *(c)* Balance sheet equation
   - *(d)* Both (a) and (c)
2. **Any amount which is taken out of a business in the form of drawing reduces the:**
   - *(a)* Capital
   - *(b)* Purchase
   - *(c)* Revenue
   - *(d)* Expense
3. **Assets–liability is equal to:**
   - *(a)* Income
   - *(b)* Capital
   - *(c)* Assets
   - *(d)* Sales
4. **The equity of the owners is known as:**
   - *(a)* Asset
   - *(b)* Liability
   - *(c)* Capital
   - *(d)* Income
5. **The equity of the creditors is known as:**
   - *(a)* Liability
   - *(b)* Capital
   - *(c)* Asset
   - *(d)* Income
6. **If liabilities are 15,000 and assets are 25,000, then working capital is equal to:**
   - *(a)* 10,000
   - *(b)* 15,000
   - *(c)* 20,000
   - *(d)* 5,000
7. **If capital = 10,000 and liabilities = 15,000, then assets =**
   - *(a)* 20,000
   - *(b)* 5,000

(c) 25,000 (d) 15,000

8. **Assets are equal to:**

(a) Liabilities (b) Equities

(c) Capital (d) Expenses

9. **The accounting equation is:**

(a) Assets = liabilities + capital (b) Assets = liabilities ÷ capital

(c) Assets = liabilities – capital (d) Assets = capital ÷ liabilities

10. **Owner's equity is also known as:**

(a) Capital (b) Liability

(c) Asset (d) Expense

ANSWERS

1.	d	2.	a	3.	b	4.	c	5.	a
6.	a	7.	c	8.	b	9.	a	10.	a

26

ANALYSING AND CLASSIFYING TRANSACTIONS

1. **Capital account is related to:**
   - *(a)* Personal account
   - *(b)* Nominal account
   - *(c)* Real account
   - *(d)* Specific account
2. **Debt denotes:**
   - *(a)* Right side of account
   - *(b)* Left side of account
   - *(c)* Top side of account
   - *(d)* None of them
3. **Firm's view bank account is:**
   - *(a)* Liability
   - *(b)* Asset
   - *(c)* Loan
   - *(d)* Expense
4. **Nominal accounts are related to:**
   - *(a)* Expense, losses and income
   - *(b)* Assets and liabilities
   - *(c)* Customers, creditors
   - *(d)* Debts and receipts
5. **Cash account is a kind of:**
   - *(a)* Real account
   - *(b)* Personal account
   - *(c)* Capital account
   - *(d)* Nominal account
6. **All those accounts which keep records of expenses, losses, incomes and profits are called:**
   - *(a)* Personal accounts
   - *(b)* Real accounts
   - *(c)* Nominal accounts
   - *(d)* Major accounts
7. **Furniture account is an example of:**
   - *(a)* Nominal account
   - *(b)* Personal account
   - *(c)* Capital account
   - *(d)* Real account

8. **Salaries account is an example of:**
   (*a*) Nominal account (*b*) Personal account
   (*c*) Real account (*d*) Minor account
9. **Rent account is an example of:**
   (*a*) Capital account (*b*) Personal account
   (*c*) Real account (*d*) Nominal account
10. **Profit on sales on furniture account is an example of:**
   (*a*) Real account (*b*) Nominal account
   (*c*) Personal account (*d*) Capital account

ANSWERS

1.	a	2.	b	3.	b	4.	a	5.	a
6.	c	7.	d	8.	a	9.	d	10.	b

27

JOURNAL

1. **The return of goods by a customer should be debited to:**
   - *(a)* Sales return account
   - *(b)* Customer account
   - *(c)* Goods account
   - *(d)* Services account
2. **A folio means:**
   - *(a)* Chapter
   - *(b)* Register
   - *(c)* Page
   - *(d)* Paragraph mark
3. **Bad debts amount is credited in:**
   - *(a)* Bad debts account
   - *(b)* Purchase account
   - *(c)* Sales account
   - *(d)* Debtors account
4. **Goods given as charity should be credited to:**
   - *(a)* Sales account
   - *(b)* Cash account
   - *(c)* Drawings account
   - *(d)* Goods account
5. **The amount bought in by the proprietor in the business should be credited to:**
   - *(a)* Capital account
   - *(b)* Cash account
   - *(c)* Drawing account
   - *(d)* Credit account
6. **In a journal, there are:**
   - *(a)* Six columns
   - *(b)* Five columns
   - *(c)* Four columns
   - *(d)* Three columns
7. **Purchase of building should be debited to:**
   - *(a)* Building account
   - *(b)* Cash account
   - *(c)* Purchase account
   - *(d)* Creditors account

8. **Journal is also called:**
   - (a) Day book
   - (b) First book of entry
   - (c) Chronological book
   - (d) Both (a) and (b)
9. **The entry in which two entries are combined is called:**
   - (a) Combined entry
   - (b) Simple entry
   - (c) Compound entry
   - (d) Double entry
10. **An entry in which one account is debited and another is credited is called:**
    - (a) Compound entry
    - (b) Simple entry
    - (c) Combined entry
    - (d) Minor entry

ANSWERS

1.	a	2.	c	3.	d	4.	d	5.	a
6.	b	7.	a	8.	d	9.	a	10.	b

28

LEDGER

1. **The journal folio is recorded in:**

   (a) Ledger *(b)* Journal
   (c) Trial balance *(d)* Balance sheet

2. **The king of all the books of accounts is:**

   (a) Journal *(b)* Cash book
   (c) Ledger *(d)* Trial balance

3. **The process of equalizing the two sides of an account is called as:**

   (a) Posting *(b)* Journalizing
   (c) Balancing *(d)* Entering

4. **Cash account shows:**

   (a) Credit balance *(b)* Debit balance
   (c) Both (a) and (b) *(d)* Nil balance

5. **Excess of debit balance over credit balance is called:**

   (a) Nil balance *(b)* Debit balance
   (c) Excess balance *(d)* Credit balance

6. **Creditor's ledger is called:**

   (a) Supplier's ledger *(b)* Purchase ledger
   (c) Both (a) and (b) *(d)* Sales ledger

7. **General ledger is also known as:**

   (a) Nominal ledger *(b)* Sales ledger
   (c) Purchase ledger *(d)* Real ledger

8. **Debtor's ledger is also known as:**

(a) Sales ledger
(b) Purchase ledger
(c) Customer's ledger
(d) Both (a) and (c)

9. **Liabilities normally show:**
(a) Debt balance
(b) Zero balance
(c) Credit balance
(d) Marked balance

10. **The methods of preparing trial balance are:**
(a) Two
(b) Three
(c) Four
(d) Five

ANSWERS

1.	a	2.	c	3.	c	4.	b	5.	b
6.	c	7.	a	8.	d	9.	c	10.	a

29

BANKING TRANSACTIONS

1. **The cheque which is not encashed at the bank counter is known as:**
   - *(a)* Crossed cheque
   - *(b)* Bearer cheque
   - *(c)* Order cheque
   - *(d)* Nil cheque
2. **Pass book is also known as:**
   - *(a)* Cash book
   - *(b)* Journal
   - *(c)* Bank statement
   - *(d)* Ledger
3. **Crossing has:**
   - *(a)* One type
   - *(b)* Two types
   - *(c)* Three types
   - *(d)* Four types
4. **A slip which is filled up for depositing money into the bank is called:**
   - *(a)* Pay in slip
   - *(b)* Cash book
   - *(c)* Credit book
   - *(d)* None of them
5. **The ways of granting advances are:**
   - *(a)* Six
   - *(b)* Four
   - *(c)* Three
   - *(d)* Two
6. **When the cheque is not paid by the bank, it is said to be:**
   - *(a)* Special cheque
   - *(b)* Dishonour of cheque
   - *(c)* Cross cheque
   - *(d)* Uncrossed cheque
7. **A summarized record of a customer which is kept by the bank is called:**
   - *(a)* Company account
   - *(b)* Debenture account
   - *(c)* Bank account
   - *(d)* Interest account

8. **The means of transferring of money from one place to another is called:**
   - (a) Bank-draft
   - (b) Overdraft
   - (c) Overdrawn
   - (d) None of them

ANSWERS

1.	a	2.	c	3.	b	4.	a	5.	d
6.	b	7.	c	8.	a				

30

CASH BOOK AND BANK RECONCILIATION STATEMENT

1. **The balance of petty cash book is:**
   - *(a)* Asset
   - *(b)* Expense
   - *(c)* Liability
   - *(d)* Income
2. **Bank reconciliation is a:**
   - *(a)* Ledger
   - *(b)* Statement
   - *(c)* Journal
   - *(d)* Cash book
3. **Unfavourable balance of pass book means:**
   - *(a)* Credit balance
   - *(b)* Nil balance
   - *(c)* Debit balance
   - *(d)* Pass balance
4. **Bank reconciliation is prepared by:**
   - *(a)* Creditor
   - *(b)* Customer
   - *(c)* Banker
   - *(d)* Agent
5. **The term contra entry is used in:**
   - *(a)* Two column cash book
   - *(b)* Three column cash book
   - *(c)* Simple column cash book
   - *(d)* Both (a) and (b)
6. **A book in which small expenditures are recorded is called:**
   - *(a)* Contra entry
   - *(b)* Cash book
   - *(c)* Petty cash book
   - *(d)* Ledger
7. **Those cheques which are not credited by the bank are called:**
   - *(a)* Unpresented cheques
   - *(b)* Uncredited cheques
   - *(c)* Nil cheques
   - *(d)* Passed cheques

8. **Favourable balance of cash book means:**

(a) Credit balance (b) Zero balance

(c) Debit balance (d) Max. balance

ANSWERS

1.	a	2.	b	3.	c	4.	b	5.	d
6.	c	7.	b	8.	c				

31

BILL OF EXCHANGE

1. **A person on whom the bill is drawn is known as:**
   - *(a)* Drawee
   - *(b)* Drawer
   - *(c)* Presenter
   - *(d)* Holder
2. **In bills of exchange, number of parties involved are:**
   - *(a)* Four
   - *(b)* Three
   - *(c)* Two
   - *(d)* Five
3. **A bill of exchange is drawn by:**
   - *(a)* Holder
   - *(b)* Presenter
   - *(c)* Drawee
   - *(d)* Drawer
4. **A bill of exchange is accepted by:**
   - *(a)* Holder
   - *(b)* Creditor
   - *(c)* Debtor
   - *(d)* Principle
5. **A bill of exchange contains:**
   - *(a)* Request
   - *(b)* Order
   - *(c)* Promise
   - *(d)* Threat
6. **Interest on drawing in a business is an/a:**
   - *(a)* Asset
   - *(b)* Liability
   - *(c)* Income
   - *(d)* Expense
7. **The bills which are drawn from one country to another country are called:**
   - *(a)* Foreign bill of exchange
   - *(b)* Inland bill of exchange
   - *(c)* Bills of exchange
   - *(d)* None of them

8. **Drawee is also known as:**
   (a) Creditor (b) Debtor
   (c) Agent (d) Principle

ANSWERS

1.	a	2.	b	3.	d	4.	c	5.	b
6.	c	7.	a	8.	b				

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CAPITAL AND REVENUE

1. **Building destroyed by fire is a:**
   - *(a)* Capital expenditure
   - *(b)* **Capital loss**
   - *(c)* Revenue expenditure
   - *(d)* **Revenue loss**
2. **Repair of machinery is:**
   - *(a)* Capital expenditure
   - *(b)* Capital loss
   - *(c)* Revenue expenditure
   - *(d)* Repairing expenditure
3. **Transactions having long term effect are known as:**
   - *(a)* Capital transactions
   - *(b)* Revenue profit
   - *(c)* Revenue transactions
   - *(d)* Capital loss
4. **Transactions having short-term effects are:**
   - *(a)* Capital transactions
   - *(b)* Capital loss
   - *(c)* Revenue loss
   - *(d)* Revenues transactions
5. **Amount received from the sales of stock is:**
   - *(a)* Revenue receipt
   - *(b)* Capital receipt
   - *(c)* Capital expenditure
   - *(d)* Revenue expenditure
6. **The profit which is earned on the sales of floating assets is:**
   - *(a)* Capital profit
   - *(b)* Revenue profit
   - *(c)* Abnormal profit
   - *(d)* Capital payment

ANSWERS

1.	b	2.	c	3.	a	4.	d	5.	a
6.	b								

33

RECTIFICATION OF ERRORS

1. **Those mistakes which are made intentionally are called:**
   - *(a)* Fraud
   - *(b)* Errors
   - *(c)* Mistakes
   - *(d)* Bad intentions
2. **The mistakes made unintentionally are known as:**
   - *(a)* Fraud
   - *(b)* Errors
   - *(c)* Mistakes
   - *(d)* Insanity
3. **The most common errors are:**
   - *(a)* Errors of principle
   - *(b)* Errors of omission
   - *(c)* Errors of commission
   - *(d)* Compensating errors
4. **An error in which amount is pasted on the wrong side of the same account is called:**
   - *(a)* Error of pasting
   - *(b)* Error of omission
   - *(c)* Error of commission
   - *(d)* Compensating error
5. **The errors which are made in the preparation of trial balance are called:**
   - *(a)* Errors of omission
   - *(b)* Trial balance errors
   - *(c)* Errors of commission
   - *(d)* Posting errors

ANSWERS

1.	a	2.	b	3.	c	4.	a	5.	b

34

FINAL ACCOUNTS

1. **Expense related to sales of goods are shown in:**
   - *(a)* Assets
   - *(b)* Expenses
   - *(c)* Liabilities
   - *(d)* Both (a) and (b)
2. **Final accounts are prepared to know:**
   - *(a)* Net profit
   - *(b)* Financial position
   - *(c)* Gross profit
   - *(d)* All of them
3. **Balance sheet is a statement of:**
   - *(a)* Liabilities
   - *(b)* Debtors and creditors
   - *(c)* Assets
   - *(d)* Assets and liabilities
4. **The work sheet is extremely useful for:**
   - *(a)* Management
   - *(b)* Book keeping
   - *(c)* Accounting
   - *(d)* Budgeting
5. **All the direct expenses are charged to the:**
   - *(a)* Balance sheet
   - *(b)* Cash flow statement
   - *(c)* Trading account
   - *(d)* Profit and loss account
6. **Stock-in-trade is:**
   - *(a)* A fixed asset
   - *(b)* A current asset
   - *(c)* Intangible asset
   - *(d)* Tangible asset
7. **Final accounts are of:**
   - *(a)* Two types
   - *(b)* Three types
   - *(c)* Four types
   - *(d)* Five types
8. **For the business, the account which produces net results is called:**

(a) Trading account (b) Balance sheet
(c) Profit and loss account (d) Cash flow statement

9. **The credit balance of profit and loss account is known as:**
(a) Net profit (b) Net loss
(c) Gross loss (d) None of them

10. **The expenses related to sales of goods are called:**
(a) Direct expenses (b) False expenses
(c) Indirect expenses (d) Intangible expenses

ANSWERS

1.	d	2.	d	3.	d	4.	a	5.	c
6.	b	7.	a	8.	c	9.	a	10.	c

35

ADJUSTMENTS

1. **Interest on capital is:**
   - *(a)* Expense for business
   - *(b)* Gain for business
   - *(c)* Both (a) and (b)
   - *(d)* None of them
2. **Interest on drawing is:**
   - *(a)* Asset
   - *(b)* Liability
   - *(c)* Income
   - *(d)* Expense
3. **Expenses paid in advance are called:**
   - *(a)* Outstanding expenses
   - *(b)* Prepaid expenses
   - *(c)* Expenses due
   - *(d)* All of them
4. **Amount receivable by the business from its debtors is known as:**
   - *(a)* Credit
   - *(b)* Interest
   - *(c)* Provision
   - *(d)* Debts
5. **An amount setting aside out of business for a possible loss or liability is called:**
   - *(a)* Bad debt
   - *(b)* Doubtful debt
   - *(c)* Provision
   - *(d)* Loss amount

ANSWERS

1.	a	2.	c	3.	b	4.	d	5.	c

****

36

PRINCIPLES OF COMMERCE - CONCEPT OF BUSINESS

1. **Human activities consist of:**
   - *(a)* Command activities
   - *(b)* Uncommanded activities
   - *(c)* Both (a) and (b)
   - *(d)* None of them
2. **The businessman is defined as a:**
   - *(a)* Trader
   - *(b)* Distributor
   - *(c)* Producer
   - *(d)* All of them
3. **The activities which are taken into account in a business are:**
   - *(a)* Social
   - *(b)* Political
   - *(c)* Economic
   - *(d)* Cultural
4. **Economic activities means:**
   - *(a)* Business activities
   - *(b)* Profession activities
   - *(c)* Employment activities
   - *(d)* All of them
5. **The basic objective of business is:**
   - *(a)* Earning profit
   - *(b)* Exchange
   - *(c)* Social welfare
   - *(d)* None of them
6. **A business organization means:**
   - *(a)* Joint stock company
   - *(b)* Partnership
   - *(c)* Sole tradership
   - *(d)* All of them
7. **A person who deals in ready made item is known as:**
   - *(a)* Trader
   - *(b)* Worker
   - *(c)* Manufacture
   - *(d)* Distributor

8. **Income from business is known as:**

(a) Utility (b) Satisfaction

(c) Profit (d) Interest

ANSWERS

1.	c	2.	d	3.	c	4.	d	5.	a
6.	d	7.	a	8.	c				

37

NATURE AND SCOPE OF COMMERCE

1. **Commerce is defined as the activities which help in:**
   - *(a)* Transferring goods from factory to consumers
   - *(b)* Transportation of goods
   - *(c)* Buying of goods
   - *(d)* Selling of goods
2. **Trade means:**
   - *(a)* Business
   - *(b)* Removal of obstacles
   - *(c)* Exchange
   - *(d)* Buying and selling
3. **Commerce is the component of:**
   - *(a)* Business
   - *(b)* Industry
   - *(c)* Trade
   - *(d)* Agriculture
4. **Industry is the component of:**
   - *(a)* Business
   - *(b)* Trade
   - *(c)* Commerce
   - *(d)* Agriculture
5. **The two parts of primary industry are:**
   - *(a)* Constructive, genetic
   - *(b)* Extractive genetic
   - *(c)* Constructive, manufacturing
   - *(d)* Extractive, constructive

ANSWERS

1.	a	2.	c	3.	a	4.	a	5.	b

38

SOLE TRADERSHIP

1. **In sole tradership, finance is provided by the:**
   (a) Government (b) Many people
   (c) Trader (d) Family members
2. **The responsibility of the loss, in sole tradership is on:**
   (a) A single person (b) Employees
   (c) Manager (d) All of them
3. **A sole proprieter forms his business:**
   (a) After fulfilling the legal requirements (b) According to his own will
   (c) After govt.'s acceptance (d) After the permission of relatives
4. **As compared to partnership, the formation of sole tradership is:**
   (a) Difficult (b) No difference
   (c) Easy (d) None of them
5. **The life of a sole proprietorship is:**
   (a) Short (b) Long
   (c) Fixed (d) Unlimited
6. **Sole proprietorship is generally carried on:**
   (a) Large scale (b) Small scale
   (c) Medium scale (d) Unlimited scale
7. **The number of participants in sole tradership is:**
   (a) Five (b) Four

(c) Three (d) One

8. **Which one of the following is not important for sole proprietorship?**

(a) Audit (b) Workers

(c) Interest of owner (d) Capital

ANSWERS

1.	c	2.	a	3.	b	4.	c	5.	a
6.	b	7.	d	8.	a				

39

PARTNERSHIP

1. **Partnership business is formed under the Partnership Act:**
   - *(a)* 1932 *(b)* 1930
   - *(c)* 1928 *(d)* 1925
2. **In banking business, the maximum no. of partners is:**
   - *(a)* Twenty *(b)* Fifteen
   - *(c)* Ten *(d)* Five
3. **In partnership business, the liability of a partner is normally:**
   - *(a)* Limited *(b)* Reduced
   - *(c)* Unlimited *(d)* Negative
4. **In ordinary partnership, the maximum number of partners is:**
   - *(a)* Twenty *(b)* Ten
   - *(c)* Five *(d)* Two
5. **In case of partnership deed, the best form is:**
   - *(a)* Written *(b)* Written and registered
   - *(c)* Verbal *(d)* Oral
6. **Registration of the partnership business is:**
   - *(a)* Depends on the will of registrar *(b)* Necessary
   - *(c)* Depends on the will of partners *(d)* None of them
7. **As compared to sole proprietorship, the partnership business is:**
   - *(a)* Less flexible *(b)* More flexible

(c) Not flexible (d) Equally flexible

8. **After the dissolution of partnership, the first payment is made to:**

(a) Partners (b) Family members

(c) Mangers (d) External creditors

ANSWERS

1.	a	2.	c	3.	c	4.	a	5.	b
6.	c	7.	a	8.	d				

40

JOINT STOCK COMPANY (I) (II) (III)

1. **The minimum number of persons in a listed public company is:**
   (a) Six (b) Seven
   (c) ·Eight (d) Nine
2. **The persons who work for the formation of company are called:**
   (a) The directors (b) The owners
   (c) Thee employees (d) The promoters
3. **In a joint stock company, the liability of shareholders is:**
   (a) Unlimited (b) Zero
   (c) Limited (d) None of them
4. **The shares of a joint stock company are:**
   (a) Of high value (b) Transferable
   (c) Not for common person (d) Of law value
5. **The business organization which can be dissolved through a leg procedure is:**
   (a) Joint stock company (b) Partnership
   (c) Sole tradership (d) All of them
6. **The memorandum of company is prepared by:**
   (a) Registrar (b) The exports
   (c) The promoters (d) The employees
7. **A company formed according to the royal charter is:**
   (a) Statutory company (b) Modarba company
   (c) Chartered company (d) Registered company

8. **A certificate of commencement is required by:**
   (a) Private company (b) Public company
   (c) Chartered company (d) Non registered company
9. **From the prospectus, what does a company get?**
   (a) Fame (b) Prosperity
   (c) Registration (d) Capital
10. **The debenture-holders of the company are its:**
    (a) Creditors (b) Workers
    (c) Managers (d) Directors
11. **In a public limited company, minimum number of directors is:**
    (a) Seven (b) Three
    (c) Four (d) Five
12. **The notice of special resolution must be given to the members:**
    (a) 14 days before (b) 28 days before
    (c) 21 days before (d) 7 days before
13. **The directors are selected by:**
    (a) Shareholders (b) Board of directors
    (c) Promoters (d) All of them
14. **The details of the allotted shares is mentioned in:**
    (a) Statutory report (b) Annual meeting report
    (c) Monthly report (d) Special meeting report

ANSWERS

1.	b	2.	d	3.	c	4.	b	5.	a
6.	b	7.	c	8.	b	9.	d	10.	a
11.	a	12.	c	13.	d	14.	a		

41

COOPERATIVE SOCIETY

1. **Co-operative society started in:**
   (a) 1944 (b) 1945
   (c) 1948 (d) 1950
2. **For co-operative society, who provides the capital?**
   (a) Members (b) Banks
   (c) Government (d) Managers
3. **Which of the following is not included in the co-operative society:**
   (a) Relative (b) Wholesaler
   (c) Capitalist (d) Consumer
4. **In a co-operative society, maximum number of members:**
   (a) Twenty (b) Ten
   (c) Fifty (d) None of them
5. **In co-operative society, the liability of shareholders is:**
   (a) Unlimited (b) Limited
   (c) Both (a) and (b) (d) None of them

ANSWERS

1.	a	2.	a	3.	c	4.	d	5.	c

42

HOME TRADE

1. **Which of the following is not included in home trade?**
   (a) Importers (b) Producers
   (c) Retailer (d) Wholesaler
2. **There are total:**
   (a) Two kinds of home trade (b) Five kinds of home trade
   (c) Four kinds of home trade (d) Three kinds of home trade
3. **Which of the following problem is solved due to home trade?**
   (a) Inflation (b) Illiteracy
   (c) Unemployment (d) Recreation
4. **Which of the following is not involved in home trade?**
   (a) Stability in prices (b) Foreign currency
   (c) Decrease in expenditure (d) Tax saving
5. **The document which carries the detail of sold goods is termed as:**
   (a) Payment receipt (b) Inquiry letter
   (c) Invoice (d) Debit note

ANSWERS

1.	a	2.	a	3.	c	4.	b	5.	c

43

WHOLESALE TRADE

1. **The wholesaler sells his goods to:**
   (a) Retailer (b) Consumer
   (c) Manufacturer (d) Producer
2. **In the godown of wholesaler, the quantity of goods is:**
   (a) Less (b) Zero
   (c) More (d) Reasonable
3. **Goods are bought by the wholesaler in:**
   (a) Considerable quantity (b) Less quantity
   (c) Reasonable quantity (d) Abundant quantity
4. **The wholesaler informs the public about his product through:**
   (a) Letters (b) Advertisements
   (c) Telephone (d) All of them
5. **The wholesaler creates a link between:**
   (a) Retailer and manufacturer (b) Retailer and consumer
   (c) Consumer and manufacturer (d) None of them

ANSWERS

1.	a	2.	c	3.	d	4.	d	5.	a

44

RETAIL TRADE

1. **A retailer sells his goods to:**
   (a) Manufacturer (b) Wholesaler
   (c) Consumer (d) All of them
2. **The expenses of small retailers are:**
   (a) High (b) Normal
   (c) Small (d) Very high
3. **A retailer generally buys goods from the:**
   (a) Wholesaler (b) Manufacturer
   (c) Government (d) Industrialist
4. **In a chain store, goods are sold at:**
   (a) Fixed price (b) Reasonable price
   (c) Different prices (d) Minimum price
5. **At a fixed price shop, things are always sold:**
   (a) On credit (b) In exchange of things
   (c) On cash (d) All of them

ANSWERS

1.	c	2.	c	3.	a	4.	c	5.	c

45

FOREIGN TRADE

1. **The less developed countries, due to foreign trade:**
   - *(a)* Becomes international slaves
   - *(b)* Do not live alone
   - *(c)* Do not prosper
   - *(d)* Do not progress
2. **After sending the goods, what is prepared?**
   - *(a)* Invoice
   - *(b)* Receipt of mode
   - *(c)* Bill of lending
   - *(d)* Promissory note
3. **Delivery order is written by:**
   - *(a)* Importer's banks
   - *(b)* Exporter
   - *(c)* Govt. agent
   - *(d)* Owner of goods at port
4. **The arrangement for the departure of goods is made by:**
   - *(a)* Clearing agent
   - *(b)* Foreign agent
   - *(c)* Underwriter
   - *(d)* Commission agent
5. **The exporter gets the certificate of origin from:**
   - *(a)* Custom officials
   - *(b)* Importing bank
   - *(c)* Chamber of Commerce
   - *(d)* Exporting bank

ANSWERS

1.	a	2.	a	3.	d	4.	b	5.	c

46

IMPORT TRADE

1. **The indent in which the complete detail of goods is written is called:**
   (a) Open indent (b) Close indent
   (c) Incomplete indent (d) Complete indent
2. **If the trader does not want to get the goods himself, he issues to the officials:**
   (a) Delivery order (b) Bill of entry
   (c) Bill of lending (d) Bill of sight
3. **When expenses till custom duty are added into price, then it is called:**
   (a) Custom paid (b) Inbound
   (c) Duty paid (d) Outbound
4. **An importer trader gets himself registered under import and Export Control Act:**
   (a) 1950 (b) 1953
   (c) 1952 (d) 1975
5. **The letter of credit is opened on the request of:**
   (a) Exporter (b) Importer
   (c) Market (d) Government

ANSWERS

1.	b	2.	a	3.	c	4.	c	5.	b

47

EXPORT TRADE

1. **Which of the following is not the method of selling goods in foreign countries?**
   - *(a)* Personal visit
   - *(b)* Travelling agents
   - *(c)* Home visits
   - *(d)* Advertisements
2. **An indent is also called:**
   - *(a)* Inquiry letter
   - *(b)* Marine insurance policy
   - *(c)* Bill of lending
   - *(d)* Inquiry bill
3. **On the settlement of matters, what is prepared by the exporter?**
   - *(a)* Invoice
   - *(b)* Certificate of origin
   - *(c)* Consumer invoice
   - *(d)* All of them
4. **An indent is accepted by:**
   - *(a)* Personal agent
   - *(b)* Importer
   - *(c)* Travelling agent
   - *(d)* Exporter
5. **Due to export, trade increase in:**
   - *(a)* Employment opportunities occur
   - *(b)* Foreign exchange occurs
   - *(c)* Good relations with other countries
   - *(d)* All of them

ANSWERS

1.	c	2.	a	3.	d	4.	d	5.	d

48

MIDDLEMEN

1. **The remuneration of an agent is called:**
   - (a) Profit
   - (b) Salary
   - (c) Commission
   - (d) Wages
2. **Middlemen means those persons who:**
   - (a) Help in transferring goods from producer to consumer
   - (b) Buy items from manufacturer
   - (c) Buy goods from the retailer
   - (d) Buy goods from wholesaler
3. **An agent who can receive the payment from buyer is known as:**
   - (a) Export agent
   - (b) Factor
   - (c) Clearing agent
   - (d) Underwriter
4. **A person who sells goods of merchant to another person is called:**
   - (a) Middleman
   - (b) Wholesaler
   - (c) Retailer
   - (d) Agent
5. **The agent who receives goods on the port instead of the owner is called:**
   - (a) Clearing agent
   - (b) Export agent
   - (c) Warehouse keeper
   - (d) Broker
6. **The persons who sell their purchased goods are called:**
   - (a) Middle-managers
   - (b) Merchant middlemen
   - (c) Broker middlemen
   - (d) None of them
7. **An agent who cannot get the permission of goods from principle is known as:**
   - (a) Commission agent
   - (b) Factor

(c) Export agent
(d) Broker

8. **In the promotion of trade, an important role is played by:**
(a) Wholesaler
(b) Merchant middleman
(c) Middleman
(d) Retailer

ANSWERS

1.	c	2.	a	3.	b	4.	d	5.	a
6.	b	7.	d	8.	c				

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49

SALES PROMOTION

1. **Advertisement, for poor is:**
   - *(a)* Cause of financial tension and despair
   - *(b)* Non-effectiveness
   - *(c)* Wastage of time
   - *(d)* Reason of happiness
2. **The advertisement:**
   - *(a)* Is wastage of money
   - *(b)* Saves money
   - *(c)* Increases money
   - *(d)* Decreases money
3. **Advertisement means:**
   - *(a)* Sale of goods
   - *(b)* Production of goods
   - *(c)* Introduction of new goods
   - *(d)* Spoilage of goods
4. **The important source of sending a voice message is:**
   - *(a)* Video cassette
   - *(b)* Television
   - *(c)* Internet
   - *(d)* Radio
5. **The sales of goods, due to advertisement:**
   - *(a)* Increase
   - *(b)* Decrease
   - *(c)* Remain same
   - *(d)* None of them

ANSWERS

1.	a	2.	c	3.	c	4.	d	5.	a

****

50

BUSINESS FINANCE

1. **The government issued Modaraba Ordinance in January:**
   - *(a)* 1984 *(b)* 1980
   - *(c)* 1974 *(d)* 1970
2. **Musharika is based on Islamic concept of:**
   - *(a)* Interest *(b)* Non-interest
   - *(c)* Tax *(d)* None of them
3. **The time period of short time finance is:**
   - *(a)* Two years *(b)* One or less than one year
   - *(c)* More than one year *(d)* One and half year
4. **In Modaraba, the person who works is called:**
   - *(a)* Modarib *(b)* Principle
   - *(c)* Worker *(d)* Rab-ul-Mal
5. **Modaraba is established for:**
   - *(a)* Unlimited period *(b)* Limited period
   - *(c)* Both (a) and (b) *(d)* None of them

ANSWERS

1.	b	2.	a	3.	b	4.	a	5.	

****

51

INSURANCE

1. **The objective of life insurance is to:**
   (a) Lessen the financial burden (b) Get security for loan
   (c) Make investment (d) All of the above
2. **Life insurance business in Pakistan was nationalized in:**
   (a) 1974 (b) 1970
   (c) 1972 (d) 1968
3. **Accidental insurance has:**
   (a) Three types (b) Two types
   (c) Four types (d) Five types
4. **The company that insures is known as:**
   (a) Insured (b) Proposer
   (c) Acceptor (d) Business company
5. **Which one is the kind of fire insurance?**
   (a) Specific and floating policy (b) Voyage and time insurance
   (c) Fleet and valued policy (d) All of them

ANSWERS

1.	d	2.	c	3.	a	4.	b	5.	a

****

52

MEANS OF TRANSPORTATION

1. **For goods, the cheapest source of foreign transportation is:**
   - *(a)* Air plane
   - *(b)* Ship
   - *(c)* Railway
   - *(d)* Wagon
2. **For which of the following means of transport, less capital is needed?**
   - *(a)* Water
   - *(b)* Air
   - *(c)* Road
   - *(d)* None of these
3. **All are the advantages of means of transportation except:**
   - *(a)* Contraction of market
   - *(b)* Industrial development
   - *(c)* Expansion of market
   - *(d)* Stability in prices
4. **The government has monopoly in:**
   - *(a)* Air transport
   - *(b)* Water transport
   - *(c)* Road transport
   - *(d)* Railway transport
5. **The international trade is entirely dependent to:**
   - *(a)* Warehousing
   - *(b)* Means of transportation
   - *(c)* Industrial development
   - *(d)* Agricultural development

ANSWERS

1.	a	2.	c	3.	a	4.	d	5.	b

****

53

WAREHOUSING

1. **Warehousing has:**
   - (a) Four kinds
   - (b) Three kinds
   - (c) Two kinds
   - (d) One kind
2. **For government, warehousing is the source of:**
   - (a) Problem
   - (b) Debt
   - (c) Income
   - (d) Tension
3. **Fruits, before selling are kept in:**
   - (a) Godown
   - (b) Factory
   - (c) Home
   - (d) Field
4. **Who own the private warehouse?**
   - (a) Corporation units
   - (b) Business units
   - (c) Market units
   - (d) Private individuals
5. **Public and bounded warehouses are generally built near:**
   - (a) Residential colonies
   - (b) Industries
   - (c) Ports
   - (d) Markets

ANSWERS

1.	b	2.	c	3.	a	4.	d	5.	c

****

54

CHAMBER OF COMMERCE AND INDUSTRY

1. **In Britain, the first chamber of commerce was established in:**
   (a) 1978 (b) 1975
   (c) 1973 (d) 1971
2. **The members of chamber of commerce and industry have:**
   (a) Five types (b) Four types
   (c) Three types (d) Two types
3. **In America, first chamber of commerce was established in:**
   (a) 1968 (b) 1978
   (c) 1988 (d) 1998
4. **The purpose of formulation of chamber of commerce and industry is:**
   (a) Trade (b) Industrial activities
   (c) Commerce (d) All of them
5. **Small and median scale industrial and trade centers are given the name of:**
   (a) Associate members (b) Chamber members
   (c) Group members (d) All of them

ANSWERS

1.	c	2.	b	3.	a	4.	d	5.	a

****

55

OFFICE ORGANIZATION

1. **Because of an organized office, business:**
   - *(a)* Contracts
   - *(b)* Remains unchanged
   - *(c)* Expands
   - *(d)* Becomes infinite
2. **Which one of the following is not included in the office worker's personal qualities?**
   - *(a)* Good personality
   - *(b)* Honesty
   - *(c)* Hardworking
   - *(d)* Courtesy
3. **An office worker should have the following qualities except:**
   - *(a)* Personal qualities
   - *(b)* Educational qualities
   - *(c)* Physical qualities
   - *(d)* Beauty qualities
4. **The performance of an office depends upon:**
   - *(a)* Principal
   - *(b)* Office machines
   - *(c)* Office management
   - *(d)* Workers
5. **When business organization is considered as body, then office is its:**
   - *(a)* Brain
   - *(b)* Heart
   - *(c)* Capital
   - *(d)* Soul

ANSWERS

1.	c	2.	a	3.	d	4.	b	5.	a

****

56

OFFICE MACHINES

1. **The main types of machine according to work are:**
   - *(a)* Two *(b)* Three
   - *(c)* Four *(d)* Five
2. **Typewriter was invented in:**
   - *(a)* 1873 *(b)* 1875
   - *(c)* 1878 *(d)* 1881
3. **Which of the following is not included in the communication machines?**
   - *(a)* Telephone *(b)* Dictation machine
   - *(c)* Tele-printer *(d)* Folding machine
4. **We can take exact copy of letter or document from:**
   - *(a)* Automatic type machine *(b)* Electric type machine
   - *(c)* Photostat machine *(d)* Typewriter
5. **Letters are folded by:**
   - *(a)* Sealing machine *(b)* Folding machine
   - *(c)* Pressing machine *(d)* Stapler machine

ANSWERS

1.	d	2.	a	3.	d	4.	c	5.	b

****

57

FILING AND INDEXING

1. **In vertical filing, files are kept:**
   (a) In standing or vertical position
   (b) In numerical order
   (c) In alphabetical order
   (d) In geometrical order
2. **Filing has:**
   (a) Four kinds
   (b) Three kinds
   (c) Two kinds
   (d) One kind
3. **What is the method of preserving the paper?**
   (a) Hiding
   (b) Indexing
   (c) Storage
   (d) Filing
4. **Which of the following is the horizontal kind of filing?**
   (a) Geographical and vertical
   (b) Arch and wire
   (c) Arch and geographical
   (d) Wire and geographical
5. **Vowel letters help generally in:**
   (a) Indexing
   (b) Filing
   (c) Storage
   (d) None of them

ANSWERS

1.	a	2.	c	3.	d	4.	b	5.	a

****

58

BUSINESS CORRESPONDENCE

1. **The letters which are sent for personal or domestic matters are called:**
   - *(a)* Personal letters
   - *(b)* Formal letters
   - *(c)* Routine letters
   - *(d)* Business letters
2. **The first part of business letter is known as:**
   - *(a)* Subject line
   - *(b)* Main body
   - *(c)* Heading
   - *(d)* Reference number
3. **Quotation letters are also known as:**
   - *(a)* Catalogue
   - *(b)* Performa
   - *(c)* Order
   - *(d)* None of them
4. **Personal letters can be divided into:**
   - *(a)* Two parts
   - *(b)* Four parts
   - *(c)* Three parts
   - *(d)* Five parts
5. **In business letters, after complementary close, what is written?**
   - *(a)* Salutation
   - *(b)* Signature
   - *(c)* Subject
   - *(d)* Object

ANSWERS

1.	a	2.	c	3.	d	4.	a	5.	b

****

59

OFFICIAL CORRESPONDENCE

1. **In official letter, first of all is written:**
   (a) Heading (b) Reference number
   (c) Subject-line (d) Salutation
2. **An official letter should be:**
   (a) Reasonable (b) Long
   (c) Concise (d) Very long
3. **The language of official letters is generally:**
   (a) Typical (b) Defined
   (c) undefined (d) Both (a) and (b)
4. **The salutation and complementary close are not used in:**
   (a) Reminder (b) Private letter
   (c) Govt. memo (d) All of these
5. **The style of official letter is:**
   (a) Non-individual (b) Personal
   (c) Private (d) Individual

ANSWERS

1.	b	2.	c	3.	d	4.	c	5.	a

****

60

MANAGEMENT

Instruction: Indicate the correct answer by writing the letter of the proper response in the space provided.

1. Management (Meaning & Nature)

1. **Management is defined as:**
   (A) getting things done so that demand is fulfilled
   (B) getting things done through other people
   (C) to know what actually has been produced and which should have been
   (D) to work for others
2. **Management is:**
   (A) an art (B) a science
   (C) both an art and a science (D) neither an art nor a science
3. **Administrative Management means:**
   (A) coordinating and communicating in the organization with the responsibility for overall operations of the enterprise
   (B) coordinating the activities of sales and marketing people
   (C) a body which is concerned in setting various rules to run a business concern
   (D) none of these
4. **The difference between administration and management is that:**

(A) administration is largely determinative while management is essentially executive

(B) management is largely determinative while administration is essentially executive

(C) management is performed at higher level of management while administration is performed at lower levels

(D) none of these

5. Under the "functional foremanship" concept, an example of planning room supervisor is:

(A) gang boss (B) speed boss (C) repair boss (D) route clerk

6. Of the several managerial functions, as we know them today, Taylor focused least on:

(A) staffing (B) controlling (C) organizing (D) planning

7. The term "Scientific Management" is now:

(A) rarely used (B) in fairly common usage

(C) in very common usage (D) none of these

8. The first person to suggest the functions of management was:

(A) Henri Fayol (B) Winslow Taylor (C) Elton Mayo (D) Peter F. Drucker

9. Production would be classified as a ______ activity in Fayol's analysis:

(A) technical (B) commercial (C) managerial (D) financial

10. The buying, selling and exchange functions in an organization are related to the activity of:

(A) technical (B) commercial (C) managerial (D) financial

11. Of the seven managerial functions identified by Fayol, he focused most on:

(A) planning and organizing (B) command and coordination

(C) planning and control (D) control and organization

12. The area of behavioural science application that emphasizes the importance of common understanding and its assessment is:

(A) communication (B) motivation (C) leadership (D) development

13. The area of behavioural science research that focusses on the personal factors underlying high productivity, as well as high morale, is the area of employee:

(A) communication (B) motivation (C) leadership (D) development

14. **The area having to do with identifying personal characteristics and situational factors leading to managerial success is that of:**
(A) communication (B) motivation (C) leadership (D) development

15. **The situational variable considered as both internal and external is:**
(A) economic (B) political (C) socio-cultural (D) technological

16. **As applied in business organizations, the systems approach to management has resulted in particular interest being given to:**
(A) behavioural factors (B) formal authority
(C) information and decision processes (D) none of these

17. **The principle that a subordinate should receive order and be responsible to only one boss is known as:**
(A) unity of command (B) unity of direction (C) span of control (D) unity of dictation

18. **Division of labour:**
(A) reduces efficiency (B) affects the authority-responsibility relationship
(C) increases efficiency (D) causes every employee to have only one boss

19. **Current management theory is a combination of:**
(A) process and behaviour school (B) quantitative and systems school
(C) process and systems school (D) process, quantitative and behavioural school

20. **Modern management theory does not include:**
(A) a reduction in the application of systems theory (B) modern organization structure
(C) increased research on human behaviour (D) greater attention to the management of change

21. **A managerial approach that uses those aspects of management schools that meet the unique needs of the individual manager is called:**
(A) eclectic (B) behavioural
(C) quantitative (D) process

22. **Subordinates generally feel that:**

(A) their bosses have respect for their opinions
(B) they may express individually
(C) their bosses do not listen to them
(D) their bosses communicate clearly with them

3. Functionalism involves:
(A) a scalar chain of command
(B) assigning tasks to certain people
(C) compulsory staff consultation
(D) none of these

4. Which item should not be included in a managerial system?
(A) technical level
(B) mechanical level
(C) organizational level
(D) institutional level

5. Management functions do not include:
(A) developing strategy
(B) formulating objectives
(C) being a company spokesman
(D) developing technology

2. Fundamentals of Planning

6. Managerial planning should take place:
(A) before doing work
(B) after facts are known about the future
(C) after the constraints of the managerial efforts are determined
(D) none of these

7. An outstanding characteristic of managerial planning is that it is:
(A) made up of variable components only
(B) a tentative process
(C) impervious to the influence of the human elements
(D) all of these

The chief informational needs required for effective planning are:
(A) objectives, personnel and political
(B) environmental, competitive and of the individual enterprise
(C) environmental, political and price-levels
(D) none of these

Which of the following represents the proper sequence of events?
(A) execution – planning – control
(B) planning – control – execution

(C) control – execution – planning (D) planning – execution – control

30. **Several results are known to be a product of formalized planning. Which is the least likely?**
    (A) the company will grow faster (B) performance will improve
    (C) the need for control will decrease (D) profits will improve

31. **The most current flow of formalized planning process is initiated at:**
    (A) the top and flows downwards (B) the middle levels and flows up and down
    (C) the top and bottom and flows towards the middle (D) the bottom and flows upwards

32. **Forecasting is nothing but:**
    (A) sophisticated guesswork
    (B) a methodology to minimise the variety and optimism of the forecaster in his forecasts
    (C) the futurology
    (D) an exploration of events
    (E) all of these

33. **The accuracy of a forecast is least dependent upon:**
    (A) the plan (B) the time span involved
    (C) the number of influencing variables (D) the predictability of the variables

34. **The most popular technological forecasting method is:**
    (A) trend extrapolations (B) scenario writing
    (C) Delphi technique (D) model building

35. **The best way to keep up with socio-cultural trends is through:**
    (A) Delphi technique
    (B) reading trade journals
    (C) contacting government agencies
    (D) Wharton econometric model

36. **The forecasting technique involving expert opinions is:**
    (A) sales force composite (B) time-series forecast
    (C) correlation analysis (D) econometric model

37. **Although all the groups associated with a firm are jeopardised in the absence of profitable operations, the group most directly and immediately affected is: .**

(A) employee group (B) manager group
(C) owner group (D) none of these

38. **The situation which leads to the greatest difficulty in planning is the one in which prices in an industry are:**

(A) slowly increasing (B) slowly decreasing
(C) subject to change in unanticipated ways (D) subject to no change

39. **Sales forecast is particularly useful when the market demand for a firm's products or services has been historically:**

(A) stable (B) unstable
(C) both stable and unstable (D) none of these

40. **Planning function of management is performed by:**

(A) top management (B) middle management
(C) lower management (D) all of these levels

41. **Goal congruence refers to a situation where:**

(A) personal interests of the employees are not looked after at the time of fixing company objectives
(B) the goals of the company and the personal goals of the employees are in conflict with each other
(C) the goals of the company and the personal goals of the employees are not in conflict with each other
(D) none of these

42. **Most managers have:**

(A) no objectives (B) multiple objectives
(C) single objective (D) none of these

43. **Within an enterprise, existent plans do not:**

(A) need to be considered interdependent (B) tend to beget plans
(C) apply to simple, repetitive work (D) none of these

44. **The responsibility of the "Production Planning and Control" department is to:**

(A) offset seasonal variations
(B) keep work in process at a minimum
(C) formulate production policy
(D) schedule output to fulfil sales needs
(E) avoid inventory losses

45. **Thinking in terms of phases in planning helps to:**
(A) reduce the plan to a simple series of actions
(B) keep the planned efforts on schedule
(C) coordinate the separate activities within the plan
(D) insure acceptance of the plan by all concerned or affected by it
(E) all of these

46. **Technical forecasting includes:**
(A) exploratory forecasting
(B) cash forecasting
(C) brain storming
(D) all of these

47. **Which is not a type of economic forecasting?**
(A) extrapolation
(B) user expectations
(C) lead and lag indicators
(D) econometrics

48. **Sales may be anticipated by:**
(A) jury of executive opinion
(B) grass-roots method
(C) current sales information
(D) all of the above

49. **An econometric model:**
(A) uses non-mathematical techniques
(B) is not used in forecasting
(C) Can suggest the results of using various strategies
(D) Determines log indicators

50. **Each system in the planning function is made up of four elements. They are:**
(A) objectives, policies, procedures, plans
(B) procedures, feedback, control, plans
(C) Standards, inputs, outputs, controls
(D) inputs, processes, outputs, feedback

3. Decision Making in Management

51. **Decisions can be broadly classified as:**

(A) strategic, operating and administrative
(B) strategic, operating and environmental
(C) strategic, non-strategic and administrative
(D) operating, administrative and environmental

52. **The selection of a plan of action represents the culmination of the:**

(A) control process
(B) planning process
(C) management process
(D) decision-making process

53. **The vast majority of supervisory decisions are:**

(A) Intuitive
(B) judgemental
(C) problem-solving
(D) group decisions

54. **The decision-making process has several characteristics. Which of the following is NOT typically included?**

(A) it is goal-oriented
(B) it occurs in sequential chains
(C) it occurs over time
(D) it cannot be learned in the classroom

55. **The decision-making process is conducted in three different ways. Which is NOT a typical method?**

(A) intuitively
(B) based on judgment
(C) by fate
(D) by a problem-solving process

56. **Business firms typically seek _______ solutions to problems.**

(A) minimal (B) satisfactory (C) maximal (D) optional

57. **The decision-making process is made up of:**

(A) diagnosis
(B) discovery of alternatives
(C) analysis of alternatives
(D) all of these

58. **The function of diagnosis is:**

(A) to identify and clarify a problem
(B) to discover various alternatives
(C) to analyse the different alternatives
(D) all of these

59. **An accurate diagnosis depends on:**

(A) a definition of organizational objectives
(B) identifying major obstacles

(C) definition of objectives and identification of obstacles
(D) none of these

60. **Synergy is an important technique of:**
(A) management audit (B) performance appraisal
(C) decision making (D) financial planning

61. **Creative behaviour is made more likely:**
(A) when it is rewarded
(B) when the level of stress is appropriate
(C) when adequate time is available for considering a problem
(D) all of these

62. **One disadvantage of group participation in decision making is:**
(A) time required (B) knowledge available
(C) motivation of the members (D) effect on morale

63. **The managerial skill most clearly advocated is:**
(A) procrastination (B) indecisiveness (C) timidity (D) integration

64. **The extent of factual analysis, which is based on mathematical model building and which has been found to be useful in decision making, is called|:**
(A) operations research (B) simulation method
(C) linear programming (D) any of the above

65. **'OR' is an acronym for:**
(A) optimism research (B) operations research
(C) operations review (D) operations requirement

66. **Operations research:**
(A) is a research at the operation level
(B) is a non-mathematical concept
(C) shows how to conduct research on various manufactures operations
(D) helps broaden management's vision and perspective to selecting alternative strategies and solutions to problems

67. **In its approach to decision making, operations research emphasizes the use of _______ point of view.**
(A) departmental (B) inter-departmental (C) inter-firm (D) none of these

68. The steps involved in OR analysis are:

(A) identification and quantification of goals of the system

(B) identification and quantification of variables that affect got attainment

(C) selection or construction of the appropriate mathematical models

(D) all of these

69. Selective probability is:

(A) the product of benefits times probability

(B) the product of costs times probability

(C) based on known probabilities

(D) based on limited knowledge or experience

70. The manager who attaches quantitative estimates of the likelihood of various events as an aid to decision making is utilising:

(A) queuing theory

(B) probability analysis

(C) game theory

(D) linear programming

71. Determining a decision-making strategy by anticipating what a major competitor will do involves the use of:

(A) queuing theory

(B) probability analysis

(C) game theory

(D) linear programming

72. The mathematical method that would be appropriate when we want to determine how many units of each of a number of products should be manufactured within certain capacity limitations so as to maximise revenue is:

(A) queuing theory

(B) probability analysis

(C) game theory

(D) linear programming

73. Which of the following is not a step in decision making?

(A) identifying the problem

(B) talking about the problem but refusing to analyze relevant data

(C) determining possible solutions

(D) implementation of a solution

74. Quantitative methods of decision making received a big boost during:

(A) World War *II*

(B) World War I

(C) The Korean War

(D) The Indo-Pak War

75. OR methods do not include:

(A) emphasis on models

(B) emphasis on goals

(C) qualification of variables
(D) quantification of variables

76. **Inventory costs include:**
(A) clerical and administrative costs
(B) storage costs
(C) carrying cost
(D) all of these

77. **Game theory involves:**
(A) economic order quantity
(B) conflict of interest situations
(C) linear programming
(D) waiting-line theory

78. **Saddle point zero-sum games:**
(A) can include two party zero-sum games
(B) use minimax
(C) use maximin
(D) all of these

79. **Monto Carlo technique uses:**
(A) subjective techniques
(B) calculated payoffs
(C) simulation
(D) assigned probability

80. **Management decision models include:**
(A) comparing costs
(B) risks and payoffs
(C) computers
(D) simulation

4. Organization (Nature & Purpose)

81. **What are the three important organization universals?**
(A) people, purpose and environment
(B) people, purpose and hierarchy
(C) purpose, hierarchy and environment
(D) hierarchy, environment and people

82. **Of foremost in importance in managerial organizing is (are):**
(A) cost
(B) time
(C) tasks
(D) people

83. **The primary components of organizations include all but:**
(A) people
(B) activities
(C) objectives and results
(D) company history

84. **The responsibility of the foreman is to:**
(A) maintain the required finished inventory
(B) direct the work of operators and fulfil output schedules
(C) raise the quality of work
(D) control and complete costs

85. Within an organization, members with common social interests normally band together to form:

(A) dysfunctional groups
(B) informal groups
(C) role status groups
(D) none of these

86. Work distribution charting is primarily a technique of:

(A) performance appraisal
(B) organizational analysis
(C) transactional analysis
(D) none of these

87. The firm's internal organization structure often needs revision because of:

(A) the death of a key executive
(B) nepotism
(C) excessive competition
(D) seasonal variations in demand
(E) the changing scope of business operations

88. The descriptive word most clearly associated with the organic approach to structure is:

(A) static
(B) rigid
(C) bureaucratic
(D) dynamic

89. Principle of absoluteness of responsibility is one of:

(A) major control principles
(B) major principles of sound organization
(C) major principles of staffing
(D) major principles of planning

90. Organization chart is an important technique of:

(A) analysis of any organization
(B) analysis of non-formal organization
(C) analysis of formal organization
(D) analysis of informal organization

91. Most organization charts are displayed on which basis?

(A) vertical
(B) horizontal
(C) circular
(D) three-dimensional

92. A prime example of an integrating mechanism is:

(A) organization manual
(B) scalar chain
(C) job description
(D) all of the above

93. It is generally agreed that the most important activity of the Board of Directors is:

(A) trusteeship
(B) assisting in public relations
(C) selection of executives
(D) none of these

94. The removal of an unpleasant stimulus is called:

(A) punishment (B) positive reinforcement
(C) negative reinforcement (D) the law of effect

95. The organizational level of management requires data about:

(A) production scheduling (B) inventory control
(C) inventory measurement (D) formulating budgets

96. Effective organizations must be able to handle:

(A) change (B) personnel
(C) MIS (D) research and development

97. There are two basic types of organizations:

(A) bureaucratic and contingent (B) adaptive and ideal
(C) free-form and adaptive (D) bureaucratic and adaptive

98. A bureaucracy is not characterized by:

(A) hierarchy of offices (B) employment based on technical qualifications
(C) clear-cut division of labour (D) the absence of job descriptions

99. Personnel are regulated by rules and procedures in:

(A) a matrix organization (B) a contingency organization
(C) a bureaucracy (D) an adaptive organization

100. Which of the following is not a basic function of every business organization?

(A) financing (B) distributing
(C) research (D) creating a utility

5. Organization as a Social System

101. The defining characteristics of a group include all, but which of the following:

(A) cohesion (B) identify (C) shared interests (D) interaction

102. The need level least likely to be satisfied in most group contexts is:

(A) physiological (B) Security (C) social (D) esteem

103. The structural property of groups that supervisors should be most concerned about is:

(A) goals (B) Norms (C) roles (D) status

104. **Groups are more cohesive when:**

(A) they are large
(B) they are isolated from outside contact
(C) they have little opportunity to interact
(D) their membership is heterogeneous

105. **The ideal size of a fact-finding group is about:**

(A) 7
(B) 14
(C) 21
(D) 28

106. **Which of the following is dysfunctional feature of groups?**

(A) they tend to contribute to stability
(B) they are a primary source of control
(C) they are important sources of need satisfaction
(D) they tend to become closed systems

107. **With regard to the nature-nurture controversy, a supervisor can:**

(A) control neither heredity nor the environment
(B) control heredity but not the environment
(C) control the environment but not heredity
(D) control both heredity and the environment

108. **The process of perception typically includes all but which of the following?**

(A) interpreting data (B) creating data (C) selecting data (D) organizing data

109. **Distortions in perception may occur as a product of:**

(A) the information processing mechanisms only
(B) the accuracy of the processing
(C) both the mechanisms and the accuracy of the processing
(D) neither; perception is individualized and therefore is never truly incorrect or distorted

110. **A supervisor is most likely to be able to directly affect an employee's:**

(A) task assignments (B) work habits (C) personal aspirations (D) attitudes and values

111. **Within an organization, members with common social interests normally band together to form:**

(A) dysfunctional groups (B) informal groups (C) role status group (D) none of these

112. The emphasis of the informal organization is on:

(A) the positions (B) role
(C) status (D) people and their relationships

113. Leadership authority in the informal organization flows from:

(A) above (B) top. (C) below (D) none of these

114. The control that informal groups exert over the behaviour of members of the group itself is called:

(A) internal social control (B) external social control
(C) functional control (D) self-control

115. Sociogram is a technique adopted for:

(A) understanding degree of social responsibility of a business unit
(B) analysing an informal organization
(C) understanding technical characteristic of a work group
(D) all of these

116. The grapevine is often:

(A) completely accurate (B) 80 percent accurate
(C) 20 percent accurate (D) never accurate

117. In comparing attitudes and values, we noted that:

(A) values are specific, attitudes are general (B) values are general, attitudes are specific
(C) both values and attitudes are general (D) both values and attitudes are specific

118. "Grapevine" is a term used in relation to:

(A) formal communication (B) informal communication
(C) both formal and informal communications (D) this term is not used to relation to communication

119. Dysfunctional behaviour can manifest itself as:

(A) aggression (B) Projection (C) avoidance (D) all of these

120. The study and application of knowledge about how people act within organizations is called:

(A) Psychology (B) organizational behaviour

(C) Sociology (D) anthropology

6. Human Resource Management

121. Personnel problems exist:

(A) only in large firms

(B) in all firms regardless of size

(C) only in firms that have no personnel departments

(D) only in unionized firms

122. The employee services department would probably NOT have responsibility for:

(A) publications (B) recreation programs (C) safety (D) grievance handling

123. The processes involved in terminating an employee would most likely be handled by:

(A) employment (B) employee services (C) labour relations (D) training

124. The selection interview often focusses on all but the candidate's:

(A) ability to communicate (B) age

(C) Education (D) work experience

125. The proportion of firms using selection tests today is approximately:

(A) none (B) 25%

(C) 50% (D) 75%

126. The favouring of relatives of the firm's executives when promotions come up is known as:

(A) Partiality (B) patronage (C) nepotism (D) red-tappism

127. The procedure followed in discovering all of the facts about a group of jobs is:

(A) job analysis (B) job specification (C) job evaluation (D) job-rotation

128. The shifting of an employee from one job to another that does not involve the assumption of greater responsibilities is known as:

(A) shifting (B) transfer (C) exchange (D) termination

129. When an employee is temporarily separated from a company, this is called:

(A) discharge (B) exclusion (C) layoff (D) termination

130. When the workers in a department that leads in production are honoured by having a suitable plaque awarded to them, this is known as a:

(A) commendation
(B) citation
(C) non-monetary award
(D) monetary award

131. A collection of tasks, duties and responsibilities assigned to and performed by a single individual is a:

(A) job
(B) occupation
(C) position
(D) grade

132. Process of collecting and analysing information about the duties, responsibilities and conditions of a specific work assignment is:

(A) Job analysis
(B) job evaluation
(C) activity analysis
(D) occupation analysis

133. Work assignment having a specific set of duties, responsibilities and conditions differing from those of other assignments is:

(A) an occupation (B) an assignment (C) job (D) a position

134. When management and labour agree to submit a dispute to a third party and to abide by the decision rendered, this is called:

(A) arbitration (B) mediation (C) conciliation (D) none of these

135. When employees agree to bargain with union chosen by the workers, this is known as:

(A) union recognition (B) union preference (C) union guarantee (D) none of these

136. If a firm has a high labour turnover, the presumption is that its personnel relations are:

(A) poor (B) fair (C) excellent (D) all of these

137. Poor working conditions plus overtime and Sunday work sometimes produce a condition among employees known as:

(A) gold bricking
(B) industrial fatigue
(C) occupational malaise
(D) none of these

138. The test of the adequacy of any wage level is in the:

(A) real wages (B) time wages (C) money wages (D) none of these

139. **If the workers productivity is decreased at the same time that their wages are raised, unit costs will be:**

(A) raised (B) the same (C) lowered (D) none of these

140. **The determination of human asset does not include:**

(A) cost of training (B) cost of hiring (C) obsolescence (D) none of these

141. **Job enrichment is not:**

(A) providing the opportunity for increased recognition
(B) providing the opportunity for growth
(C) assigning more work
(D) providing the opportunity for advancement

142. **Recruitment is:**

(A) attracting compatible individuals to an organization as potential employees
(B) selecting employees for junior positions
(C) the word used for selection in Defence Services

143. **Job classification is:**

(A) the duties, functions and responsibilities for a given job
(B) a study of personal qualities needed to perform a given job
(C) evaluation of job content and required skills, for the purpose of setting up wage brackets

144. **Real wages are:**

(A) wages divided by a cost of living of consumer price index
(B) earnings minus deductions for taxes, PF etc.
(C) total of all compensation, including wages and special pay, interest, dividends etc.

145. **Induction is:**

(A) making forecasts of manpower requirement in future
(B) an added consideration to convince an individual to make an agreement
(C) a formal process of introducing and training new employees on their job

7. Leadership in Management

146. Leadership implies the existence of the:

(A) followers
(B) leader
(C) community of interests between the two
(D) all of these

147. A leader typically:

(A) seeks to understand problems of his followers
(B) puts plans into action and generates enthusiasm for them
(C) motivates others to accomplish the required work
(D) none of these
(E) all of these

148. The relationship between leadership and management is most accurately stated as:

(A) leadership is a subset of management
(B) leadership and management are synonymous terms
(C) there is no relationship between leadership ánd management
(D) management is a subset of leadership

149. Leadership is best described as being:

(A) creative and continuous
(B) dynamic and continuous
(C) decisive and dynamic
(D) decisive and creative

150. The assumptions that a leader and his behaviour cannot be analysed and that "a leader is leader" are consistent with the ______ approach to studying leadership.

(A) great-man
(B) trait
(C) situational
(D) none of these

151. Difficulties in defining and measuring personality characteristics of leaders are problems encountered in conjunction with the:

(A) great-man approach
(B) trait approach
(C) situational approach
(D) none of these

152. Shifting the emphasis from what the leader is to what leader does is consistent with the:

(A) great-man approach
(B) trait approach
(C) situational approach
(D) none of these

153. That a particular set of executive traits or use of a particular style will not invariably lead to success in different leadership positions is the conclusion of the:

(A) great-man approach (B) trait approach (C) behavioural approach (D) none of these

154. The study of leadership has focussed primarily on three areas NOT including:

(A) traits (B) leadership behaviour
(C) attitudes and emotions (D) situational factors

155. The manager who motivates people by offering them greater satisfaction of their own motives when they work towards the organization's goals is utilising:

(A) positive leadership (B) negative leadership
(C) centralised leadership (D) decentralised leadership

156. The manager who motivates people by explicitly or implicitly threatening punishment of some kind for non-cooperation is using:

(A) positive leadership (B) negative leadership
(C) centralised leadership (D) decentralised leadership

157. In which leadership climate would the employee tense to "look for a way out" of the situation?

(A) positive (B) negative
(C) both positive and negative (D) neither positive nor negative

158. Bureaucratic leader is _______ leadership.

(A) boss centred (B) group centred (C) subordinates centred (D) rule centred

159. Democratic leadership is characterised by:

(A) decentralisation (B) two-way communication
(C) participation (D) all of these

160. Autocratic leadership is characterised by:

(A) maximum centralisation of authority (B) unilateral decision making
(C) one-way communication (D) all of these

161. One who holds his position because of force of prestige attached to his office is called:

(A) intellectual leader
(B) institutional leader
(C) democratic leader
(D) creative leader

162. Those who win the confidence of their followers by their superior knowledge are called:

(A) intellectual leader
(B) institutional leaders
(C) democratic leaders
(D) creative leaders

163. Industrial leaders are developed by improving the natural talents which individuals possess through:

(A) formal education
(B) industrial training
(C) self-development
(D) all of these

164. An informal leader usually has no basis for influence from:

(A) knowledge
(B) coercise
(C) charisma
(D) position

165. Which style of leadership represents the extreme of centralised decision making authority?

(A) authoritarian
(B) democratic
(C) free-rein
(D) none of these

166. Which leadership method would involve complete freedom for group or individual decision making, with little or no leader participation?

(A) authoritarian
(B) democratic
(C) free-rein
(D) none of these

167. In which leadership method, would all policies be a matter of group discussion and decision, but with the active assistance of the leader?

(A) authoritarian
(B) democratic
(C) free-rein
(D) none of these

168. The leadership method in which the leader determines all policy himself and assigns specific work tasks to each group member is the:

(A) authoritarian
(B) democratic
(C) free-rein
(D) none of these

169. The conclusion that when a leader ceases to lead, disorganisation in group behaviour results is suggested by the findings associated with the:

(A) free-rein method
(B) authoritarian method
(C) democratic methods
(D) none of these

170. The conclusion that strong centralised leadership can promote high productivity is suggested by the findings that are associated with the:

(A) free-rein method
(B) authoritarian method
(C) democratic method
(D) none of these

171. The factor NOT explicitly included in the Tennenbaum and Schmidt continum of leadership is:

(A) subordinates
(B) external environment
(C) manager
(D) situation

172. An effective leader requires ________ qualities.

(A) physical (B) technical (C) conceptual (D) all of these

173. In a more recent approach to describing leadership styles, Likert has devised a rating chart in which the most highly centralised method is called:

(A) the exploitive authoritative
(B) the benevolent authoritative
(C) consultative
(D) none of these

174. Which trait is not commonly found in successful leaders?

(A) stubbornness
(B) social maturity
(C) human-relations attitudes
(D) intelligence

175. The authoritarian leader:

(A) asks the group to make decisions
(B) permits subordinates to function within defined limits
(C) is subordinate centered
(D) makes decisions and announces them

8. Motivation and Modern Managers

176. Which motives would be most important in guiding a person's behaviour at a particular time, those that are ________?

(A) satisfied (B) unsatisfied (C) both of these (D) none of these

177. For which socio-economic group of people would the physical dimension of motivation be most important?

(A) upper income (B) middle income (C) lower income (D) none of these

178. Achievement for its own sake and sacrifice of personal comfort for the good of someone else or for a cause typify the ________ dimension of motivation.

(A) physical
(B) social
(C) psychic
(D) none of these

179. Control of human activity through the threat of decreased motive satisfaction involves the ________ motivational method.

(A) positive (B) negative
(C) decentralized (D) both positive and negative

180. Social needs do not include:
(A) acceptance (B) friendship (C) affection (D) safety

9. Control System and Process

181. Which of the following represents the proper sequence of events?
(A) execution – planning – control (B) planning – control – execution
(C) control – execution – planning (D) planning – execution – control

182. Managerial control typically consists of three steps. Which one does NOT belong?
(A) take corrective action (B) evaluate progress
(C) remove unnecessary obstacles (D) measure performance

183. Controls should be exercised over each of the major functions of a (manufacturing) organization. Which function is not normally listed as a major (line) one?
(A) accounting (B) marketing (C) production (D) quality

184. The control function of management is performed by:
(A) Boards of Directors (B) President (C) Works manager
(D) Foreman (E) all of these

185. Control systems typically focus on all but which of the following factors?
(A) quality of the end product (B) resources consumed
(C) employee performance (D) quality of planning process

186. The control function of management cannot be performed without:
(A) Planning (B) Organising (C) Staffing (D) Directing

187. Mechanical control systems are characterized as:
(A) open loop (B) closed loop
(C) quasi loop (D) problematically looped

188. Which item should be part of an effective control system?
(A) timeliness (B) flexibility (C) economy (D) all of these

189. Which item is best associated with the controlling function?

(A) division of work
(B) setting policies
(C) coaching and counselling
(D) providing continual feedback on the operation

190. **The purpose of the controlling function is to:**
(A) ensure that management conforms to events
(B) ensure that events conform to plans
(C) ensure that information is available to the supervisor
(D) none of these

10. Techniques of Control

191. **Included in the category of overall controls are:**
(A) sales budget, strategic points and organization pattern
(B) ratios, break even analysis and return on investment
(C) authority, standards and PERT
(D) none of these

192. **The control function of management embraces:**
(A) cost control
(B) financial control
(C) budgetary control
(D) all of these

193. **Several types of control systems rely on quantitative data in their measurement processes. Which type does NOT?**
(A) social control
(B) financial control
(C) production control
(D) quality control

194. **A budget often appears as a projected:**
(A) trial balance
(B) balance sheet
(C) income statement
(D) none of these

195. **The most recent addition to the tri-dimensional breakdown of budgets is:**
(A) organization
(B) program
(C) cost element
(D) revenue element

196. **An example of a fixed cost is:**
(A) corporate property taxes
(B) labour costs
(C) material cost
(D) supplies expense

197. **Representative of a ratio for overall control is:**

(A) break-even point
(B) company sales to total sales industry
(C) input to machine ratio
(D) all of these
(E) none of these

198. **The point where total costs equal to total revenues is called:**
(A) zero point
(B) minimum cost point
(C) break-even point
(D) turnaround point

199. **Which focus point in the operation of control systems does behavioural point of view emphasize?**
(A) centralized control
(B) personal control
(C) self-control
(D) none of these

200. **Key area control involves:**
(A) mechanical control system
(B) alternate budgets
(C) selecting crucial areas
(D) none of these

****

ANSWERS

1.	B	2.	C	3.	A	4.	A	5.	D
6.	C	7.	B	8.	A	9.	A	10.	B
11.	A	12.	A	13.	B	14.	C	15.	D
16.	C	17.	A	18.	C	19.	C	20.	A
21.	A	22.	C	23.	B	24.	B	25.	D
26.	A	27.	B	28.	B	29.	D	30.	C
31.	A	32.	A	33.	A	34.	C	35.	B
36.	A	37.	C	38.	C	39.	B	40.	D
41.	C	42.	B	43.	D	44.	D	45.	E
46.	A	47.	C	48.	B	49.	C	50.	D
51.	B	52.	D	53.	B	54.	D	55.	C
56.	B	57.	D	58.	A	59.	C	60.	C
61.	D	62.	A	63.	D	64.	D	65.	B
66.	D	67.	B	68.	D	69.	D	70.	B
71.	C	72.	D	73.	B	74.	A	75.	C
76.	D	77.	B	78.	A	79.	C	80.	D
81.	A	82.	D	83.	D	84.	B	85.	B
86.	A	87.	E	88.	D	89.	B	90.	C
91.	A	92.	A	93.	A	94.	C	95.	D
96.	B	97.	D	98.	D	99.	C	100.	C
101.	A	102.	A	103.	B	104.	B	105.	B
106.	D	107.	C	108.	B	109.	C	110.	A
111.	B	112.	D	113.	B	114.	A	115.	B
116.	B	117.	B	118.	B	119.	D	120.	B

121.	B	122.	D	123.	A	124.	B	125.	C
126.	C	127.	A	128.	B	129.	C	130.	A
131.	C	132.	B	133.	A	134.	A	135.	B
136.	A	137.	C	138.	A	139.	A	140.	C
141.	C	142.	A	143.	C	144.	A	145.	C
146.	D	147.	C	148.	A	149.	C	150.	A
151.	B	152.	C	153.	C	154.	C	155.	A
156.	B	157.	B	158.	D	159.	D	160.	D
161.	B	162.	A	163.	D	164.	D	165.	A
166.	C	167.	B	168.	A	169.	A	170.	B
171.	B	172.	D	173.	A	174.	A	175.	D
176.	B	177.	C	178.	C	179.	B	180.	D
181.	D	182.	C	183.	A	184.	C	185.	D
186.	A	187.	B	188.	D	189.	D	190.	B
191.	B	192.	C	193.	A	194.	A	195.	B
196.	A	197.	E	198.	C	199.	C	200.	C

****

SAMPLE TESTS

SAMPLE TEST - 1

Double entry book-keeping was fathered by:
(a) F.W. Taylor (b) Henry Fayol
(c) Lucas Pacioli

Funds Flow Statement and sources and application statement are:
(a) Synonymous (b) Antagonistic
(c) None of the above

Depreciation in spirit is similar to:
(a) Depletion (b) Amortization
(c) Depression

Balance Sheet is always prepared:
(a) For the year ended
(b) As on a specified date.
(c) None of the above

In insurance, the following Profit and Loss Accounts are prepared:
(a) Separate for Fire, Marine, Accidents, etc.
(b) Consolidated for (a) above
(c) None of the above

Partners in Pakistan can today be fixed at the following numbers:
(a) 20 (b) 50
(c) 75

Flexible budget is a budget with the following features:
(a) Changes with volume of production.
(b) Changes with variable expenses
(c) Changes in Direct material.

Breakeven can be calculated as under:

(a) $\frac{VC}{FC-\frac{TR}{TC}}$ (b) $\frac{FC}{1-\frac{YC}{TR}}$

(c) None of the above

(ix) Quick Ratio can be ccmputed as under:

(a) Quick Assets/ Quick Liabilities

(b) Quick Liabilities/ Current Assets

(c) Current Assets/ Current Liabilities

(x) In straight line method of depreciation, the written down value of a fixed asset will be at the end of the life of the asset as under:

(a) Rupee one (b) Rupee zero

(c) None of the above

(xi) Sales budget must be prepared:

(a) Independently

(b) Depending on production capacity

(c) Based on sales forecasts of market

(xii) Consolidation of subsidiary accounts in the balance sheet of an unlisted holding company is at present in Pakistan:

(a) Compulsory (b) Voluntary

(c) Required

(xiii) Retained earning is synonymous to:

(a) Accumulated profit and loss account

(b) Profit for the year

(c) None of the above

(xiv) The requirements of an audit report for a Banking Company in Pakistan is as under:

(a) Under the Banking Companies Ordinance, 1962

(b) Under the Companies Ordinance, 1984

(c) Under (a) and (b) above

(xv) Deferred Taxation is:

(a) Fixed asset

(b) Fixed liabilities

(c) Part of Owners Equity.

(xvi) Investment Corporation of Pakistan follows:

(a) Open-end mutual funds

(b) Closed-end mutual funds

(c) None of the above

(xvii) Directors Report is _______ in respect of financial report constituent.

(a) Mandatory for a limited company
(b) Voluntary for a limited company
(c) None of the above

(xviii) Every limited company in Pakistan is required by law to include the following along with financial reports:
(a) Ratio analysis
(b) Chairman's review
(c) None of the above

(xix) Cash budget excludes the following:
(a) Non-Cash items
(b) Cash items
(c) Purchase on Credit items

(xx) NGOs are legally required to:
(a) Prepare accounts in a prescribed manner under the law
(b) Prepare accounts as desired by donors
(c) None of the above

ANSWERS

(i)	c	(ii)		(iii)	b	(iv)	b	(v)	b
(vi)	a	(vii)	a	(viii)	b	(ix)	a	(x)	b
(xi)	b	(xii)	c	(xiii)	a	(xiv)	a	(xv)	c
(xvi)	b	(xvii)	a	(xviii)	c	(xix)	a	(xx)	a

SAMPLE TEST - 2

(i) Books of original entry are called:
(a) Ledger (b) Worksheets
(c) Journal (d) None of these

(ii) For preparing balance sheets prepaid expenses are showed as part of:
(a) Liability (b) Equities
(c) Assets (d) None of these

(iii) Unpaid and unrecorded expenses are called:
(a) Prepaid expenses
(b) Accrued expenses
(c) Additional expenses
(d) None of these

(iv) Amount, cash, or other assets removed from business by owner is:
(a) Capital (b) Drawings
(c) Assets (d) None of these

(v) Under the diminishing balance method, depreciation amount is:
(a) Payment (b) Receipts
(c) Expenditure (d) None of these

(vi) Users of accounting information include:
(a) The Tax Authorities
(b) Investors (c) Creditors
(d) All of these

(vii) The business form(s) in which the owner(s) is (are) personally liable is (are) the:
(a) Partnership only
(b) Proprietorship only
(c) Corporation only
(d) Partnership and proprietorship
(e) None of these

(viii) The investment of personal assets by the owner:
(a) Increases total assets and increases owner's equity
(b) Increases total assets only
(c) Has no effect on assets but increases owner's equity

(d) Increases assets and liabilities
(e) None of these

(ix) All of the following are forms of business organizations except:
(a) Proprietorship (b) Corporation
(c) Retailer (d) Partnership
(e) None of these

(x) Economic resources of a business that are expected to be of benefit in the future are referred to as:
(a) Liabilities (b) Owner's equity
(c) Withdrawals (d) Assets
(e) None of these

(xi) An owner's investment of land into the business would:
(a) Decrease withdrawals
(b) Increase liabilities
(c) Increase owner's equity
(d) Decrease assets
(e) None of these

(xii) A cash purchase of supplies would:
(a) Decrease owner's equity
(b) Increase liabilities
(c) Have no effect on total assets
(d) None of these

(xiii) An owner's investment of each into the business would:
(a) Increase assets
(b) Decrease liabilities
(c) Increase withdrawals
(d) Decrease owner's equity
(e) None of these

(xiv) The payment of rent each month for office space would:
(a) Decrease total assets
(b) Increase liabilities
(c) Increase owner's equity
(d) None of these

(xv) Real accounts are related to:
(a) Assets

(b) Expenses and Incomes
(c) Customers and
(d) None of these

(xvi) Which one of the following accounts would usually have a debit balance?
(a) Cash (b) Creditors
(c) Accounts Payable
(d) Salaries Expense
(e) None of these

(xvii) Quick Assets include, which of the following?
(a) Cash
(b) Accounts Receivable
(c) Inventories (d) Only (a) and (b)
(e) None of these

(xviii) Net income plus operating expenses is equal to:
(a) Net Sales
(b) Cost of goods available for sale
(c) Cost of goods sold
(d) Gross Profit
(e) None of these

(xix) The maximum number of partners in Pakistan can be fixed at the following:
(a) 20 (b) 50
(c) 75 (d) None of these

(xx) Balance sheet is always prepared:
(a) For the year ended
(b) As on a specific date
(c) None of these

ANSWERS

(i)	c	(ii)	c	(iii)	b	(iv)	b	(v)	c
(vi)	d	(vii)	d	(viii)	a	(ix)	c	(x)	d
(xi)	c	(xii)	c	(xiii)	a	(xiv)	a	(xv)	a
(xvi)	d	(xvii)	d	(xviii)	d	(xix)	a	(xx)	b

SAMPLE TEST - 3

(i) Maximum number of partners in a partnership firm set up in Pakistan under Partnership Act, 1932 is:

(a) 5 (b) 25

(c) 20 (d) None of the above

(ii) Preparation of final financial reports is governed in Pakistan under:

(a) No law

(b) Companies Ordinance 1984 only

(c) None of the above

(iii) Depreciation is based on:

(a) Economic life of Asset

(b) Declared life of asset by Supplier

(c) Normal Life (d) None of the above

(iv) Inventory turnover is calculated as under:

(a) $\frac{\text{Cost of Goods Sold}}{\text{Closing Inventory}}$

(b) $\frac{\text{Gross Profit}}{\text{Closing Inventory}}$

(c) $\frac{\text{Sales}}{\text{Opening Inventory}}$

(d) None of the above

(v) There is a difference between:

(a) Worksheet and Balance Sheet

(b) Worksheet and Profit and Loss Account

(c) Worksheet as combination results of profits and financial position

(d) None of the above

(vi) Deferred Revenue is a:

(a) Liability

(b) Asset

(c) None of the above

(vii) Preparation of annual report of a firm is governed under:

(a) Partnership Act, 1932

(b) Under Partnership Deed

(c) None of the above

(viii) Deferred Taxation amount be treated as:

(a) Foot note

(b) An item in the Balance Sheet on assets side

(c) None of the above

(ix) Return of Equity will be calculated as under:

(a) $\frac{\text{Operating Profit} \times 100}{\text{f}}$

(b) $\frac{\text{Operating Profit} \times 100}{\text{Paid-up Capital only}}$

(c) None of the above

(x) Current maturity of long-term loan is:

(a) Current Liability

(b) Long-term Liability

(c) None of the above

ANSWERS

(i)	C	(ii)	B	(iii)	a	(iv)	a	(v)	a
(vi)	a	(vii)	c	(viii)	c	(ix)	b	(x)	b

SAMPLE TEST - 4

(i) Acid Test Ratio is calculated as under:

(a) $\frac{\text{Current Assets}}{\text{Current Liabilities}}$

(b) $\frac{\text{Fixed Assets}}{\text{Current Liabilities}}$

(c) $\frac{\text{Liquid Assets}}{\text{Current Liabilities}}$

(d) None of these

(ii) Deferred cost is a:

(a) Liability (b) Asset

(c) None of these

(iii) Work sheet is:

(a) Balance Sheet

(b) Fund Flows Statement

(c) A combination of Profit and Loss Account and Balance Sheet items

(d) None of these

(iv) Banks for the preparation of financial statements, are governed under:

(a) Banking Companies Ordinance, 1962

(b) State Bank of Pakistan Act

(c) None of these

(v) Return of investment is computed:

(a) $\frac{\text{Investment}}{\text{Profit}} \times 100$

(b) $\frac{\text{Profit} \times 100}{\text{Investment}}$

(c) None of these

ANSWERS

(i)	C	(ii)	B	(iii)	a	(iv)	c	(v)	a

Terminology of Commerce

A

Abnormal Losses:
Losses arising in the production process that should have been avoided.

Absorption Costing:
The method of allocating all indirect manufacturing costs to products. (All fixed costs are allocated to cost units.)

Account:
Part of **double entry** records, containing details of transactions for a specific item.

Accounting:
The process of identifying, measuring and communicating economic information to permit informed judgements and decisions by users of the information.

Accounting Cycle:
The sequence in which data is recorded and processed until it becomes part of the financial statements at the end of the period.

Accounting Equation:
This formula is at the heart of double-entry bookkeeping. Simply stated:
Assets = Source of Funds - Liabilities
Therefore an increase in assets must be accompanied by an equal increase in the liabilities and/or capital. This is the reason a **Balance Sheet** balances.

Accounting Information System:
The total suite of components that, together, comprises of all the inputs, storage, transaction processing, collating, and reporting of financial transaction data. It is in effect, the infrastructure that supports the production, and delivery of accounting information.

Accounting Periods:
The period of time used by the business to process it's accounts to produce reports such as the **Profit and Loss report** and the **balance sheet**. For example, a company may run it's accounts on a monthly basis, and produce 12 sets of reports in one year.

Accounting Policies:
Those principles, bases, conventions, rules and practices applied by an entity that specify how the effects of transactions and other events are to be reflected in its financial statements.

Accounts:
Accounts (or Final Accounts) - This is a term previously used to refer to statements produced at the end of **accounting periods**, such as the trading and profit and loss account and the **balance sheet**. Nowadays, the term 'financial statements' is more commonly used.

Accrual Accounting:

An accounting method that tries to match the recognition of revenues earned with the expenses incurred in generating those revenues. It ignores the timing of the cash flows associated with revenues and expenses.

With the accrual method, income and expenses are recorded as they occur, regardless of whether or not cash has actually changed hands. An excellent example is a sale on credit. The sale is entered into the books when the invoice is generated rather than when the cash is collected. Likewise, an expense occurs when materials are ordered or when a workday has been logged in by an employee, not when the cheque is actually written. The downside of this method is that you pay income taxes on revenue before you've actually received it.

cf. Cash **Accounting.**

Accruals:

The accruals process allows a business to adjust the monthly accounts for payments made in arrears. This process is the reverse of prepayments.

There are certain expenses that are paid for some time after they have been used, electricity is a good example, but there are other similar expenses. Whilst you are using electricity the cost is accruing. If the business does not account for these costs in the correct accounting periods that the expense is incurred, then the account would be inaccurate.

In most cases the electricity bill is sent every three months. If your business receives an electricity bill in April for electricity it has used in January to March and it has not been accounted for in the accounts, the accounts for January to March will be inaccurate. The profit in all of these months would have been overstated. To account for this correctly, the business would set up an Accruals account, which is a **liability** account - this is money that the business owes but has not yet paid.

Most businesses know from experience how much the quarterly electricity bill is likely to be. In view of this, a 1/3 of that quarterly electricity bill is allocated to the electricity expenses account for three months. The transactions would be a debit to the electricity account and a credit to the accruals account each month.

The result would be that each month the **profit and loss report** would show an expense for electricity costs and the **balance sheet** would show an accruals balance as a liability. This would increase each month until the electricity bill is received.

Once the bill has been received there is no longer a liability, therefore the accrual can be reversed. To do this you would then debit the accruals account and credit the electricity account equal to the amount of the accrual, in order to clear down (reset to zero) the balance. Then finally, the actual amount for the electricity bill would be paid by a debit to the electricity account and a credit to the bank account.

For example, simply click this link to **download Excel spreadsheet.**

cf. **Prepayments.**

Accruals Concept:

The accruals concept is that **profit** is the difference between **revenue** and the **expenses** incurred in generating that revenue.

Accrued Expense:
This is an expense for which the benefit has been received, but has not been paid for by the end of the period. It is included in the **balance sheet** under **current liabilities** as 'accruals'.
Accrued Income:
Accrued income is normally from a source of income, outside of the main source of business income, such as rent receivable on an unused office in the company headquarters, that was due to be received by the end of the **period**, but which has not been received by that date. It is added to **debtors in the balance sheet.**
Accumulated Depreciation Account:
This account is used to accumulate **depreciation** for **balance sheet** purposes. It is used in order to leave the cost (or valuation) figure as the balance in the **fixed asset** account. It is sometimes confusingly referred to as the 'provision for depreciation account'.
Accumulated Fund:
A form of **capital** account for a non-profit-oriented organisation.
Acid Test Ratio:
This shows that, provided creditors and debtors are paid at approximately the same tim , a view might be made as to whether the business has sufficient liquid resources to meet its current liabilities.
Acid Test Ratio = **(Current Assets - Stock) ÷ Current Liabilities**
Thus, this ratio is probably the most important one of all. It is an attempt to indicate how easily a company could pay its debts without selling its stock. Stock is not always easy to sell.
See **Current Radio** for a comparision with the inclusion of stock.
Activity-Based Costing:
The process of using cost drivers as the basis for overhead absorption.
Administration Order (County Court):
County court process permitting an individual to pay off a judgment debt which is less than £5,000 in affordable instalments. No insolvency practitioner is involved.
Adverse Variance:
A difference arising that is apparently 'bad' from the perspective of the organisation. For example, when the total actual materials cost exc eds the total standard cost due to more materials having been used than anticipated. Whether it is indeed 'bad' will be revealed only when the cause of the variance is identified. It may, for example, have arisen as a result of an unexpected rise in demand for the product being produced.
AER:
Stands for Annual Equivalent Rate. Please see **What is AER, APR, EAR Interest** for detailed information.
cf. APR and **EAR.**
Aged Debtors:
Debtors who have owed money to the business for a defined period of time.
Aged Debtors Analysis:

A report that analyses amounts owed by customers according to the length of time that those amounts have remained unpaid. For example, all customers who have outstanding invoices that are over a month old.

Aged Debtors Control:

A list of customer balances of money owed to the business.

Allocation:

The process by which payments are matched against purchase invoices, and receipts against sales invoices raised.

Amortisation:

Spreading the cost of an **intangible asset**, such as a lease, over the years in which it is used.

It is usual to divide the cost of the lease by the number of years that the lease is held for, and then use that figure as the annual charge. This is similar to depreciation except that depreciation deals with **tangible** or fixed assets such as motor vehicles or plant and equipment.

Analysed Sales Day Book:

A sales **day book** where the net figures are analysed into the different type of sales. For example, simply click this link to **download Excel spreadsheet**.

Annuity:

An income-generating investment whereby, in return for the payment of a single lump sum, the annuitant receives regular amounts of income over a predefined period.

Annulment:

Cancellation usually of a bankruptcy.

Appropriation Accounts:

These show the way that net profit is distributed (usually in the form of cash dividends) between partners in a partnership or between share holders and reserve funds in a company.

APR:

Stands for Annual Percentage Rate. Please see **What is AER, APR, EAR Interest** for detailed information.

cf. **AER** and **EAR**.

Arbitration:

In arbitration an independent third party considers both sides in a dispute, and makes a decision to resolve it. The arbitrator is impartial; this means he or she does not take sides. In most cases the arbitrator's decision is legally binding on both sides, so it is not possible to go to court if you are unhappy with the decision.

Most types of arbitration have the following in common:

- Both parties must agree to use the process
- It is private
- The decision is made by a third party, not the people involved
- The arbitrator often decides on the basis of written information
- If there is a hearing, it is likely to be less formal than court

- The process is final and legally binding
- There are limited grounds for challenging the decision

Articles of Association:

For UK companies, the document that arranges the internal relationships, for example, between members of the company, and the duties of **directors**. The Companies Act 1985 gives a model known as Table A.

Assets:

Generally, an asset is something that is of value to a company. An asset can then be broken down further into ***tangible*** and ***intangible*** assets.

Examples of tangible assets include property, vehicles, stock, cash, money held in the bank and **Debtors** as they owe money from sales made by the company. However, these can be broken down still further into **Fixed Assets** and **Current Assets**

Examples of intangible assets include patents, copyrights, trademarks and goodwill. While these may not have value to the man on the street, these generate income for the company.

Associates:

Associates of individuals include family members, relatives, partners and their relatives, employees, employers, trustees in certain trust relationships, and companies which the individual controls. Associates of companies include other companies under common control.

Associate Undertaking:

A company which is not a subsidiary of the investing group or company but in which the investing group or company has a long-term interest and over which it exercises significant influence.

Attainable Standard:

A standard that can be achieved in normal conditions. It takes into account normal losses, and normal levels of downtime and waste.

Auditor:

A person qualified to inspect, correct and verify business accounts.

Audit Trail:

A register of the details of all accounting transactions. This register shows how a transaction was dealt with from start to finish.

Authorised (Or Licensed) Insolvency Practitioner:

The person (usually an accountant or solicitor) authorised by the Department of Trade and Industry (DTI) or a recognised professional body to act as trustee, nominee, supervisor, liquidator, administrative receiver or administrator. Only such a person can hold any of these offices.

Authorised Share Capital:

The total value of shares that the company could issue, as distinct from the up and paid up share capital.

AVCO:

A method by which the goods used are priced out at average cost.

B

Bad Debt:

A person or company who is not expected to pay his debt; for example, because the company has gone into liquidation. Bad debts must be **written-off** and therefore they will reduce profit.

A bad debt becomes a bad debt when a business decides it is one, this decision is often based on past experience. Decisions are made by keeping a list of all debtors (aged debtors), and reviewing this list periodically.

If a business is having difficulties collecting money owed from one of its customers it may decide to cancel the debt. This is called a write-off and the accounts would need to be adjusted for this write-off.

A Bad Debt account would need to be set up and this would be an **expense** account.

To account for a bad debt there are in fact three transactions involved:

- You would debit the Bad Debt account with the Net amount
- Debit the VAT account with the VAT amount
- Credit the Debtors Control account with the Gross amount

This type of transaction would affect both the **profit and loss,** and the **balance** sheet. The profit and loss would show the bad debt as an expense as this is money owed by a customer that cannot be collected.

The transaction has previously processed as a debit to the Debtors Control account. As it is money that can no longer be collected, you would reverse this by making a credit to the Debtors Control account.

A list of customers accounts are usually kept called **Aged Debtors Control**. A decision to write-off a bad debt would be made by reviewing the Aged Debtors/Debtors Control.

Balance Brought Down:

The difference between both sides of an account that is entered below the totals on the opposite side to the one on which the balance carried down was entered. (This is normally abbreviated to 'balance b/d'.)

For example see **Excel spreadsheet (Stage 2)**

Balance Carried Down:

The difference between both sides of an account that is entered above the totals and makes both sides equal to each other. (This is normally abbreviated to 'balance c/d'.)

For example see **Excel spreadsheet (Stage 2)**

Balanced Scorecard:

A technique that assesses performance across a balanced set of four perspectives – customers, internal processes, organisational learning and growth, and financial.

Balance Off The Account:

Insert the difference (called a 'balance') between the two sides of an account, then total and rule-off the account. This is normally done at the end of a **period** (usually a month, a

quarter, or a year).

For example see **Excel spreadsheet (Stage 2)**

Accounting students and those using manual accounting systems should see our comprehensive guide on **preparing a trial balance** using the manual system and some potential errors.

Balance Sheet:

A report that details the various assets and liabilities of a business at a point in time, usually the end of an accounting period. A Balance Sheet must always balance, i.e. debits must always equal the credits.

Bank Cash Book:

A cash book that only contains entries relating to payments into and out of the bank.

Bank Giro Credit(1):

A type of pay-in slip usually used when the payment is into an account held at a different bank. Two types of form are virtually identical - a bank giro credit can be used instead of a pay-in slip, but not the other way round, as the details of the other bank need to be entered on the bank giro credit.

Bank Giro Credit(2):

An amount paid by someone directly into someone else's bank account.

Bank Loan:

An amount of money advanced by a bank that has a fixed rate of interest that is charged on the full amount, and is repayable by a specified future date.

Bank Payment:

A transaction posted that reflects the payment for goods or a service where there has either been no invoice (e.g. buying petrol for a car,. the money is handed over immediately the goods have been received) or the invoice is paid as soon as it is received thereby removing the need to post an invoice onto the purchase ledger. A Bank Payment is represented in Sage by the transaction type "BP".

Bank Receipt:

A transaction posted that reflects the receipt of money for goods or a service where there has either been no invoice (e.g. selling goods over the counter, the money is handed over immediately the goods have been received) or the invoice is paid as soon as it is received thereby removing the need to post an invoice onto the Sales Ledger. A Bank Receipt is represented in Sage by the transaction type "BR".

Bank Reconciliation:

The process of matching and comparing figures from accounting records against those presented on a bank statement. Less any items which have no relation to the bank statement, the balance of the accounting ledger should reconcile (match) to the balance of the bank statement.

Bank reconciliation allows companies or individuals to compare their account records to the bank's records of their account balance in order to uncover any possible discrepancies. Since there are timing differences between when data is entered in the banks systems and when data is entered in the individual's system, there is sometimes a normal discrepancy

between account balances. The goal of reconciliation is to determine if the discrepancy is due to error rather than timing.

For example, simply click this link to **download Excel spreadsheet.**

Bank Reconciliation Statement:

A calculation comparing the Cash Book balance with the bank statement balance.

Bank Statement:

A copy issued by a bank to a customer showing the customer's current account maintained at the bank.

Bankrupt:

A person, firm, or corporation that has been declared insolvent through a court proceeding and is relieved from the payment of all debts after the surrender of all assets to a court-appointed trustee.

Bankruptcy Order:

The court order making an individual bankrupt.

Bankruptcy Petition:

A written application to Court by either a debtor or his creditors applying for an order to be made for the debtor to be made bankrupt.

Bankruptcy Restrictions Order Or Undertaking:

A procedure introduced on 1 April 2004 whereby a bankrupt who has been dishonest or in some other way to blame for their bankruptcy may have a court order made against them or give an undertaking to the Secretary of State resulting in certain bankruptcy restrictions continue to apply after discharge for a period of between two to fifteen years.

Bank Statement:

A copy issued by a bank to a customer showing the customer's account maintained at the bank.

Bill of Materials:

(or BOM) A list of the other products (or components) that are needed to make up a product. For example, a toolkit may have a bill of materials listing the following components - a tool box, a spanner set and a screwdriver.

Bonus Issue:

A bonus share is a free share of stock given to current/existing shareholders in a company, based upon the number of shares that the shareholder already owns at the time of announcement of the bonus. While the issue of bonus shares increases the total number of shares issued and owned, it does not increase the value of the company. Although the total number of issued shares increases, the ratio of number of shares held by each shareholder remains constant.

Whenever a company announces a bonus issue, it also announces a "Book Closure Date" which is a date on which the company will ideally temporarily close its books for fresh transfers of stock.

An issue of bonus shares is referred to as a bonus issue.

Depending upon the constitutional documents of the company, only certain classes of shares may be entitled to bonus issues, or may be entitled to bonus issues in preference to

other classes.

Bonus share is free share in fixed ratio to the shareholders.

Sometimes a company will change the number of shares in issue by capitalising its reserve. In other words,it can convert the right of the shareholders because each individual will hold the same proportion of the outstanding shares as before. Main reason for issuance is the price of the existing share has become unwieldy.

Also known as a "scrip issue" or "capitalization issue".

Bonus Shares:

Shares issued to existing shareholders free of charge. (Also known as scrip issues.)

Book Keeping:

The process of recording data relating to accounting transactions in the accounting books or software.

Books of Prime Entry:

The books in which the details of the organisation's transactions are initially recorded prior to entry into the main ledger.

Books of Original Entry:

Books where the first entry recording a transaction is made. (These are sometimes referred to as **Books of Prime Entry.**)

Break-Even Point:

The level of activity at which total revenues equal total costs.

Bought Ledger:

A variant of a **Purchase Ledger** where the individuals accounts of the creditors, whether they be for goods or expenses such as stationary or motor **expenses**, can be kept together in a single ledger.

Budget:

A forecast of expected income or expenditure over a specified period of time.

Business Entity Concept:

Assumption that only transactions that affect the business and not the owner's private transactions will be recorded.

Business-To-Business (B2B):

Businesses purchase from other businesses and/or sell their goods and services to other businesses.

Business-To-Customer (B2C):

Businesses which sell to consumers.

By-Product:

Products of minor sales value that result from the production of a main product.

C

Call:

When shares are issued only part of their cost is usually paid at the time of application and allotment. A "call" is a demand by the company for part or all of the outstanding sums to be paid.

Called Up Share Capital:

The face value of shares for which payment has been requested ("called up"). These payments may not necessarily be made.

Capital:

In general, capital is the money invested in the business. Shareholder's capital employed refers to share capital and reserves only, total capital employed includes long term loans.

Capital Employed:

The amount owed by a business to its owners, being the amounts injected in cash by the owners, together with any movement in the value of the business not made up by further cash injections or withdrawals.

Capital Expenditure:

Money spent on the acquisition of an asset, such as premises, motor vehicles, plant or machinery that will be used within the business over a period of years.

Capital Gain:

Profit made on selling an asset for more than its original purchase price.

Capital Gains Tax:

Tax paid on the profit made on selling an asset for more than its original purchase price, i.e. the capital gain.

Capitalisation:

The way that a companys' capital is divided into share and loan capital. In this way they can then be released to the Profit and Loss report in instalments over the accounting periods to which they relate.

Capital Redemption Reserve:

A 'non-distributable' reserve created when shares are redeemed or purchased other than from the proceeds of a fresh issue of shares.

Capital Reserve:

An account that can be used by **sole traders** and **partnerships** to place the amount by which the total purchase price paid for a business is less than the **valuation** of the net **assets** acquired. **Limited companies** cannot use capital reserve for this purpose. Sole traders and partnerships can instead, if they wish, record the shortfall as negative goodwill.

Capitulation:

Spotting when markets have reached the bottom is a tricky and risky process.

Many traders believe in the idea of capitulation; broadly means market surrender.
This is when investors are prepared to get out of the market at any price because they have given up all hope of making money from their **shares.**
It is often marked by panic-selling and very high volumes of transactions.
The idea is, after capitulation, you reach a point at which, the last investor who is desperate to get out of shares and move into supposedly less risky **assets,** has sold out.
Once there is a widespread belief that the bottom has been reached, bargain-hunters pile in and the market recovers.

Carriage Inwards:

Cost of transport of goods into a business.

Carriage Outwards:

Cost of transport of goods out to the customers of a business.

Cash:

Cash balances and bank balances, plus funds invested in 'cash equivalents'.

Cash Accounting:

A scheme where VAT is paid on payments and receipts rather than the invoices that you raise. This scheme is available for small companies with a turnover below a given threshold.

The cash method is the most simple in that the books are kept based on the actual flow of cash in and out of the business. Income is recorded when it's received, and expenses are reported when they're actually paid. The cash method is used by many sole proprietors and businesses with no inventory. From a tax standpoint, it is sometimes advantageous for a new business to use the cash method of accounting. That way, recording income can be put off until the next tax year, while expenses are counted right away.

cf. **Accrual Accounting.**

Cash Book:

A book used to record details of cash moving in and out of the bank current account.

Cash Equivalents:

Temporary investments of cash not required at present by the business, such as funds put on short-term deposit with a bank. Such investments must be readily convertible into cash, or available as cash within three months.

Cash Flow:

The movement of cash in and out of a business. Profitable businesses can still fail if customers pay more slowly than the business pays its suppliers, so cash flow should always be measured.

Cash Flow Forecast:

A report which estimates the cash flow in the future (usually required by a bank before it will lend you money, or take on your account). A cash flow forecast is often used as part of a business plan.

For simple example and template, simply click this link to **download Excel spreadsheet.**
For advanced example and template, click this link instead to **download Excel spreadsheet.**

Cash Flow Statement:

All UK companies, except the very smallest, have to publish a cash flow statement for each accounting period. This is a statement showing how cash has been generated and disposed of by an organisation. The layout is regulated by FRS 1. This is a legal requirement, and should not be confused with a **cash flow forecast.**

Cash Payment:

A transaction posted that reflects the payment for goods or a service where there has either been no invoice (e.g. buying petrol for a car, the money is handed over immediately the goods have been received) or the invoice is paid as soon as it is received thereby removing the need to post an invoice onto the purchase ledger. Instead of the money being paid directly out of the bank the money is paid out of either the Petty Cash account or out of the Till account. Cash Payments are reflected in Sage by the transaction type "CP".

Cash Receipt:

A transaction posted that reflects the receipt of money for goods or a service where there has either been no invoice (e.g. selling goods over the counter, the money is handed over immediately the goods have been received) or the invoice is paid as soon as it is received thereby removing the need to post an invoice onto the Sales Ledger. Instead of the money being paid directly into the bank the money is paid into either the Petty Cash account or into the Till account. Cash Receipts are reflected in Sage by the transaction type "CR".

Casting:

An accounting term for adding up a column of figures. See also **Cross Cast.**

For example, simply click this link to **download Excel spreadsheet.**

Charge Card:

A payment card that requires the cardholder to settle the account in full at the end of the specified period; e.g. American Express and Dinners cards. Holders have to pay an annual fee for the card.

cf. **Credit Card.**

Chart of Accounts:

A list of all the **nominal accounts** used by a business. It is used to analyse income, expenditure, assets, liabilities and capital, together with the way such categories are assigned to the **Balance Sheet** or **Profit and Loss report.**

Cheque Book:

Book containing forms (cheques) used to pay money out of a current account.

Clearing:

The process by which amounts paid by cheque from an account in one bank are transferred to the bank account of the **payee.**

Close Off Account:

Totalling and ruling off an account on which there is no outstanding balance.

Closing Balance:

The balance of an account at the end (or close), of an accounting period. This figure is then carried forward to the next accounting period.

Columnar Purchase Day Book:

A Purchase Day Book used to record all items obtained on credit. It has analysis columns so that various types of expenditure can be grouped together in a column. Also called a Purchases Analysis Book.

Columnar Sales Day Book:

A Sales Day Book used to show the sales for a period, organised in analysis columns according to how the information recorded is to be analysed. Also called a Sales Analysis Book.

For example, simply click this link to **download Excel spreadsheet.**

Compensating Error:

Where two errors of equal amounts, but on opposite sides of the accounts, cancel each other out.

For further information on this type of error accounting students and those using manual accounting systems should see our comprehensive guide on **Preparing A Trial Balance** (Compensating Errors) using the manual system and some potential errors.

Compound Interest:

Compound Interest is interest earned during a period calculated on the basis of the original sum together with interest earned from previous periods. If the compound interest is c%, and the original investment is £Q, then the value of the investment after n years is:

£$Q \times ((100 + c) / 100)^n$

For example, see **Calculating Loan Interest**

cf. **Simple Interest.**

Conciliation:

Conciliation is much the same as mediation. In conciliation, as in mediation, an independent person (the conciliator) tries to help the people in dispute to resolve their problem. The conciliator should be impartial and should not take one party's side. The parties in dispute are responsible for deciding how to resolve the dispute, not the conciliator.

cf. **Mediation.**

Consistency:

Keeping to the same method or recording and processing transactions.

Consolidation Accounting:

This term means bringing together into a single **balance sheet and profit and loss** account the separate **financial statements** of a group of companies. Hence they are known as group financial statements.

Contra Entry:

The adjustment made to balance transactions in one ledger with another. The most common type of contra entry is balancing outstanding purchase ledger transactions against outstanding sales ledger transactions where you both sell to and buy from the same company.

For example: you have sold goods to XYZ to the value of £200. You have also bought

goods from XYZ to the value of £100. Overall they owe you £100 (i.e. what they owe you less what you owe them). A contra entry matches up the £100 you owe them against £100 they owe you.

Contribution:

The difference between sales income and marginal cost. (It can also be defined as sales income minus **variable cost**, which would virtually always produce the same answer.)

Control Accounts:

Accounts to which single balances analysed elsewhere in the accounting system are posted. Often the balances are posted from other ledgers.

For example, the debtors control account records the amount of sales recorded in the sales ledger, it is reduced by receipts from customers also posted through the bank ledger.

Corporate Governance:

The exercise of power over and responsibility for corporate entities.

Corporation Tax:

A form of direct taxation levied on the profits of (uk) companies. The rate is determined each year in the Finance Act.

Cost Centre:

A production or service location, function, activity, or item of equipment whose costs may be attributed to cost units.

Cost Of Sales:

The direct costs incurred as a result of making sales. For a retail company, this may mean the cost of purchasing goods, net of carriage and purchasing discounts, less the movement in the value of the stock. For a manufacturing company, it may mean the cost of producing the goods sold.

Cost Unit:

A unit of product or service in relation to which costs are ascertained.

Credit:

One side of the double-entry bookkeeping process, representing **negative figures** on the Balance Sheet (reductions in assets; increases in liabilities and capital), and income on the Profit and Loss report.

Applies an decrease to the **PEA** accounts and a increase to the **RLS** accounts. See the **PEARLS** rule for further information.

Credit Card:

A card enabling the holder to make purchases and to draw cash up to a pre-arranged limit. The credit granted in a period can be settled in full or in part by the end of a specified period. Many credit cards carry no annual fee.

cf. Charge Card.

Credit Note:

Sent from the seller to the customer when goods are returned, in order to cancel or reverse all or part of an **invoice**.

Creditors:

Third parties to whom money is owed by the business.

Creditor / Purchases Ratio:

A ratio assessing how long a business takes to pay creditors.

Cross Cast:

An accounting term for adding up the totals of a number of columns, to check they add back to the total. See also **Casting**.

For example, simply click this link to **download Excel spreadsheet.**

Current Account:

A bank account used for regular payments in and out of the bank.

Current Asset:

A current asset is an asset that's worth can be easily realised. It can also be termed a liquid asset, for example, money in the bank or in petty cash, **debtors, prepayments**, or stock.

cf. Fixed Asset

Current Liability:

A current liability is a debt owed by the company, for example, **creditors, accruals** or an overdraft that will be cleared in the short term.

cf. **Long-Term Liabilities**

Current Ratio:

This compares assets, which will become liquid within approximately twelve months (i.e. total current assets) with liabilities which will be due for payment in the same period (i.e. total current liabilities) as is intended to indicate whether there are sufficient short-term assets to meet the short term liabilities.

Current Ratio = **Current Assets ÷ Current Liabilities**

Thus, this ratio is an indication of the ability of a business to pay its debts when they fall due. Sometimes a ratio of 2:1 is quoted as being average. What this means, is that for every £1 of current debt, there is £2 in current assets to meet that debt.

See **Acid Test Radio** for a comparision without the inclusion of stock.

D

Day Book:

A book that lists all transactions in the order that they arise. There is often a day book for different types of transaction, e.g. a sales day book and a purchase day book.

Debenture:

The term debenture is used when a **limited company** receives money on loan, and certificates called debenture certificates are issued to the lender. Interest will be paid to the holder, the rate of interest being shown on the certificate. They are not always called debentures; they are often known as loan stock or as loan **capital**.

Debenture interest has to be paid whether profits are made or not. They are therefore different from shares, where **dividends** depend on profits being made. A debenture may be either:

- Redeemable, i.e repayable at or by a particular date, or
- Irredeemable, normally repayable only when the company is officially terminated by its going into liquidation. (Also sometimes referred to as 'perpetual' debentures)

Debit:

One side of the double entry process, representing **positive figures** on the Balance Sheet (increases in assets; reductions in liabilities and capital), and expenditures on the Profit and Loss report.

Applies an increase to the **PEA** accounts and a decrease to the **RLS** accounts. See the **PEARLS** rule for further information.

Debit Card:

A card linked to a bank or building society account and used to pay for goods and services by debiting the holders account. Debit cards are usually combined with other facilities such as ATM and cheque guarantee card functions.

Debit Note:

A document sent to supplier showing allowance to be given for unsatisfactory goods.

Debtors:

Third parties who **owe your business payments** for services rendered or goods received.

Debtor/Sales Ratio:

A ratio assessing how long it takes debtors to pay their debts.

Deferred Taxation:

Timing differences arise between the accounting treatment of events and their taxation results. Deferred taxation accounting adjusts the differences so that the accounts are not misleading.

Depletion:

The wasting away of an **asset** as it is used up.

Deposit Account:

A bank account for money to be kept in for a long time. Will normally pay a higher rate of interest when compared to a **current account**

Depreciation:

A figure representing the reduction in value of a fixed asset, due to use, obsolescence etc., in the calculation of **Net profit.**

This involves splitting the monetary value of the asset into instalments to each accounting period of its useful life.

Depreciation involves estimates of life and residual values. It is common that an asset will be worth less at the end of its life expectancy than when the business first started using it, so in affect, it has cost the business money. If it has cost the business money, then it must be an expense and will therefore affect the profit and loss. The asset is also expected to be worth less, and thus also affect the balance sheet.

There are various methods of depreciation, Straight Line and Reducing Balance:

Straight Line Depreciation Method

To use the Straight Line method, you need to know:

- The initial cost of an asset.
- The useful life of the asset and the residual value of the asset, (what it will be worth at the end of its useful life) or scrap value.

As an example, the business has a truck worth £10,000 that is expected to last 5 years and is estimated to be valued at £4,000 after that time. This means it will be worth £6,000 less in 5 years time and the £6,000 will be a cost to the business and therefore needs to be apportioned to the depreciation expense account. £6,000 divided by 60 months = £100 depreciation cost per month. To account for this the business would set up a depreciation account as an expense account. A debit of £100 would be made to this account monthly and a credit would go to the vehicle account reducing the value of the asset each month. Using this method the value left in the vehicle account by the end of 5 years would be £4000.

Reducing Balance Depreciation Method

The other method of accounting for depreciation is called Reducing Balance. The asset is not reduced by the same fixed amount each year but instead by a fixed percentage, which is calculated on the asset balance at the end of each year once depreciation has been applied.

For example, lets assume that a truck will depreciate by 20% every year over the life of 5 years:

Year 1 Original Cost Depreciation = £10,000 - £2,000
Year 2 Balance Depreciation = £8,000 - £1,600
Year 3 Balance Depreciation = £6,400 - £1,280
Year 4 Balance Depreciation = £5,120 - £1,024
Year 5 Balance Depreciation = £4,096 - £819
Balance = £3,277

As you can see the depreciation for year 1 has been calculated as 20% of £10,000, but in year 2 the depreciation has been calculated as 20% of the reduced balance which is £8,000 - £1,600 depreciation in year 2 which differs from the depreciation amount in year 1.

Direct Costs:

Costs that can be traced to the item being manufactured.

Direct Debit:

An instruction from a customer to their bank or building society authorising an organisation to collect money from their account, as long as the customer has been given advance notice of the collection amounts and dates.

The Direct Debit Scheme also protects you and your money by means of the Direct Debit Guarantee. All banks and building societies that take part in the Direct Debit Scheme operate this Guarantee. The efficiency and security of the Scheme is monitored and protected by your own bank or building society.

Direct Expenses:

Those expenses that are incurred in the actual manufacture and sale of the product or the sale and provision of the service, i.e. the expenses incurred by the business actually trading.

For example, the wages of the machine operators, the power to run the machines, the wages and commission of the sales staff, the cost of advertising and any sales promotions.

Directors:

Officials appointed by shareholders to manage the company for them.

Discount:

The amount by which a bill is reduced. Discounts can be given for a variety of reasons, e.g. buying in bulk, spending large amounts, being a preferred customer (**trade discounts**) or **settlement discount**.

Discount Allowed:

A deduction from the amount due, given to the customers, who pay their accounts within the time allowed. It appears as an expense in the profit and loss account.

Discount Received:

A deduction from the amount due, given to a business, by a supplier, when their account is paid before the time allowed has elapsed. It appears as income in the profit and loss part of the trading and the profit and loss account.

Dishonoured Cheque:

A cheque which the **drawer's** bank has refused to make payment upon.

Dissolution:

When a partnership firm ceases operations and its **assets** are disposed of.

Distributable Profits:

In company accounts these are the sums that are available for dividends to shareholders. While based on the net profit, they may be increased by undistributed profits from the previous year or reduced by the need to retain some for the reserves.

Dividend:

The amount given to shareholders as their share of the **profits** of the company.

The amount paid out per share. Usually described as a percentage of the face value (the original price) of one share. So a 10% dividend on a £2.00 share would be 20p.

Double Entry:

A system of bookkeeping in which every transaction of a business is entered as a **debit** in one account and as a **credit** in another.

As every transaction must have an equal or zero effect on both sides of the **accounting equation**, every positive amount entered (debit) must be mirrored by a negative amount or amounts (credit).

Drawee:

The bank that has issued the cheque and who will have to pay the funds to the **payee**.

Drawer:

The person who is writing and signing a cheque.

Drawings:

Cash or goods taken from the business for the owners personal use. Drawings only apply to **sole traders** and **partnerships**. Drawings do not count as an expense in the **Profit and Loss account** and must be included in the financed by section of the **Balance Sheet**.

Dual Aspect Concept:
The concept of dealing with both aspects of a transaction.

E

EAR:
Stands for Effective Annual Rate. Please see **What is AER, APR, EAR Interest** for detailed information.
cf. AER and APR.

Economic Order Quantity (EOQ) :
A mathematical method of calculating the amount of stock that should be ordered at a time and how frequently to order it, so that the overall total of the costs of holding the stock and the costs of ordering the stock can be minimised.

Endorsement:
A means by which someone may pass the right to collect money on a cheque.

Enterprise Resource Planning (ERP) System:
A suite of software modules, each of which relates to a function of the organisation, such as order processing, production, **creditor** control, **debtor** control, payroll, marketing, and human resources.

Equity:
The net assets of a company after all creditors have been paid off.

Equity Accounting:
A method of accounting for associated undertakings that brings into the **consolidated profit and loss account** the investor's share of the associated undertaking's results and that records the investment in the consolidated **balance sheet** as the investor's share of the associated undertaking's net **assets** including any **goodwill** arising to the extent that it has not previously been **written off**.

Error Of Commission:
Where a correct amount is entered, but in the wrong persons account.
For further information on this type of error accounting students and those using manual accounting systems should see our comprehensive guide on **Preparing A Trial Balance (Error of Commission)** using the manual system and some potential errors.

Error Of Omission:
Where a transaction is completely omitted from the books.
For further information on this type of error accounting students and those using manual accounting systems should see our comprehensive guide on **Preparing A Trial Balance (Error of Omission)** using the manual system and some potential errors.

Error Of Original Entry:
Where an item is entered, but both the **debit** and **credit** entries are of the same incorrect amount.

For further information on this type of error accounting students and those using manual accounting systems should see our comprehensive guide on **Preparing A Trial Balance (Error of Original Entry)** using the manual system and some potential errors.

Error Of Principle:

Where an item is entered in the wrong type of account, e.g. a **fixed asset** in an expense account.

For further information on this type of error accounting students and those using manual accounting systems should see our comprehensive guide on **Preparing A Trial Balance (Error of Principle)** using the manual system and some potential errors.

Estimation techniques:

The methods adopted in order to arrive at estimated monetary amounts for items that appear in the financial statements.

Exception Reporting:

A process of issuing a warning message to decision-makers when something unexpected is happening: for example when expenditure against a **budget** is higher than it should be.

Expenses:

Expenses are those items that the company buys which do not go to actually create that company's product or service. E.g. stationery, petrol, promotional goods.

F

Factoring:

Selling the rights to the amounts owing by debtors to a finance company for an agreed amount (which is less than the figure at which they are recorded in the accounting books because the finance company needs to be paid for providing the service).

Please see **Factoring.**

Fallacy of Omission:

Leaving out information that is relevant but that could weaken your position.

Favourable Variance:

A difference arising that is apparently 'good' from the perspective of the organisation. For example, when the total actual labour cost is less than the total standard cost because fewer hours were worked than expected. Whether it is indeed 'good' will be revealed only when the cause of the variance is identified – it may be that fewer hours were worked because demand for the product fell unexpectedly.

FIFO:

FIFO, or First In First Out, is an assumption that enables the cost of stock to be calculated. When sales are made the items sold are assumed to be the earliest purchased, so the cost of items in stock always reflect the most recent purchases.

Final Accounts:

This is a term previously used to refer to statements produced at the end of accounting

periods, such as the trading and profit and loss account and the balance sheet. Nowadays, the term 'financial statements' is more commonly used.

Finance Lease:

This is an agreement whereby the lessee enjoys substantially all the risks and rewards associated with ownership of an asset other than legal title.

Financial Accounting:

Financial accounting is concerned with recording financial transactions that have happened already, and with providing information from the accounting records, for example in order to prepare VAT returns, and **Trial Balance** (the starting point for the preparation of the **Profit and Loss Statement and Balance Sheet**).

The main features of financial accounting are that it:

- Records transactions that have happened already
- Looks backwards to show what has happened in the past
- Is accurate to the nearest penny, with no estimated amounts
- Is often a legal requirement to keep accounts (in order to prepare VAT returns and tax returns for the Inland Revenue showing income and expe[illegible]liture)
- Maintains confidentiality of information (e.g. payroll details V[illegible]urns)

cf. **Management Accounting.**

Financial modelling:

Manipulating accounting data to generate forecasts and perform sens[illegible]ty analysis

Financial Statements:

The more common term used to refer to statements produced at the [illegible]ounting periods, such as the trading and profit and loss account and the balan[illegible]tim referred to as 'Final Accounts' or simply 'The Accounts').

Fixed Assets:

Assets which the business intends to retain for the coming year rather than [illegible]onvert into cash. Typical fixed assets include property, office equipment and motor vehicles.

Assets which have a long life bought with the intention to use them in the business and not with the intention to simply resell them.

cf. **Current Asset**

Fixed Capital Accounts:

Capital accounts which consist only of the amounts of capital actually paid into the firm.

Fixed Costs:

Expenses which remain constant whether activity rises or falls, within a given range of activity.

Flexible Budget:

A budget which, by recognising the difference in behaviour between fixed and variable costs in relation to fluctuations in **output**, turnover or other factors, is designed to change appropriately with such fluctuations.

Float:

The amount at which the petty cash starts each period.

Fluctuating Capital Accounts:
Capital accounts whose balances change from one period to the next.
Folio Columns:
Columns used for entering reference numbers.
Forecasting:
Taking present data and expected future trends, such as growth of a market and anticipated changes in price levels and demand, in order to arrive at a view of what the likely economic position of a business will be at some future date.

G

Garner v Murrary Rule:
If one partner is unable to make good a deficit on his capital account, the remaining partners will share the loss in proportion to their last agreed capitals, not in the profit/loss sharing ratio.
Gearing:
The ratio of long-term loans and preference shares shown as a percentage of total shareholders' funds, long-term loans, and preference shares.
General Ledger:
A ledger for all accounts other than those for customers and suppliers. Also known as **Nominal Ledger**
Going Concern Concept:
The assumption that a business is to continue for the foreseeable future.
Goodwill:
An intangible asset of a business reflecting its commercial reputation, customer connections, etc. It usually isn't calculated until a business is sold.
Gross:
The total amount before any deductions.
Gross Equity Accounting:
A form of **equity accounting** applicable to **joint ventures** under which the investor's share of the aggregate gross assets and **liabilities** of the joint venture is shown on the face of the **balance sheet** and the investor's share of the joint venture's turnover is noted in the **profit and loss account.**
Gross Loss:
Where the cost of goods sold exceeds the sales revenue.
Gross Margin:
A measure of the profitability of a business by which the gross profit is divided by the sales. It is usually expressed as a percentage.
Gross Profit:
The difference between total revenue from sales and the total cost of purchases or materials, with an adjustment for stock.

H

Hire Purchase Agreements:

These are legal agreements by which an organisation can obtain the use of an asset in exchange for payment by instalment.

Historical Cost Concept:

Assets are normally shown at cost price.

Holding Company:

The outdated term for what is now known as **'parent undertaking'**.

Honorarium:

A voluntary fee paid for a service which is usually free.

I

Ideal Standard:

A standard that is based upon the premise that everything operates at the maximum level of efficiency. It takes no account of normal losses, or of normal levels of downtime and waste.

Impersonal Accounts:

All accounts other than **debtors and creditors** accounts.

Imprest System:

A system where a refund is made of the total paid out in a period in order to restore the float to its agreed level.

Income & Expenditure Account:

An account for a non-profit-oriented organisation to find the surplus or loss made during a period.

Incomplete Records:

The term used for any system of bookkeeping which does not use full double entry. Generally applies to small business whether incorporated (see **Limited Company**) or **sole trader or partnership**. For them, generally a simple cashbook to record receipts and payments may be enough instead of the proper accounting system complete with **daybooks and ledgers**.

Using incomplete records cannot give an accurate set of accounting period end financial statements, as they do not tell the whole story. There is no record of outstanding debtors or creditors, or of stock, or without analysis, of for what receipts and payments have been received and paid, or, in some cases, of the split between revenue and capital items. As a result, in an incomplete record system, the figures must be calculated, extrapolated or extracted in the case of creditors and debtors to arrive at the year-end profit and loss

account.

As a result the **balance sheet** will rely heavily on application of the concept of the **accounting equation**. Thus the value of capital can be determined at any point in time.

Indirect manufacturing costs:

Costs relating to manufacture that cannot be economically traced to the item being manufactured (also known as 'indirect costs' and sometimes, as 'factory overhead expenses').

Input Tax:

VAT added to the net price of inputs (i.e. purchases).

Inputs:

Purchases of goods and services.

Insolvent:

When **liabilities** are greater than **assets**.

Intangible Assets:

Intangible assets include copyrights, patents, goodwill, etc., they are saleable but do not contain any intrinsic productive value.

cf. **Tangible Asset**.

Interest:

A charge made on a loan or money received on a capital investment.

See **Compound Interest** and **Simple Interest**

Interest On Capital:

An amount at an agreed rate of interest which is **credited** to a **partner** based on the amount of **capital** contributed by him/her.

Interest On Drawings:

An amount at an agreed rate of interest, based on the **drawings** taken out, which is **debited** to the **partners**.

Invoice:

Sent out by the seller or service provider to request payment for goods or services. A **contra-entry** for this type of transaction would normally be a **credit note**.

Irrelevant Costs:

A managerial accounting term that represents a cost, either positive or negative, that does not relate to a situation requiring management's decision.

As with relevant costs, irrelevant costs may be irrelevant for some situations but relevant for others. Examples of irrelevant costs are fixed overheads, notional (implied) costs, **sunk costs** and book values.

Future costs that will not be affected by a decision.

J

Job Costing:

A costing system that is applied when goods or services are produced in discrete jobs, either one item at a time, or in batches.

Job Product:

Two or more products, each of which has significant sales value, created in the same production process.

Joint Ventures:

Business agreements under which two businesses join together for a set of activities and agree to share the profits.

Journal Entries:

Double-entry transactions, not raised through the cash book or individual ledgers. Sometimes referred to as a 'Journal'.

L

Ledgers:

The principal book in which the transactions of a business are recorded. The details of customers and their transactions are recorded in the sales ledger; suppliers and th transactions are recorded in the purchase ledger. All ledgers are amalgamated in the nominal ledger by the posting of balances from the individual ledgers. The nominal ledger also receives postings from the cash book and directly from journal entries for other accounting transactions.

Liabilities:

Amounts owed by a business to third parties including suppliers, banks, tax author and employees.

LIBID:

The London Interbank Bid Rate (LIBID) is a bid rate; the rate bid by banks on Eurocurrency deposits (i.e. the rate at which a bank is willing to borrow from other banks). It is "the opposite" of the LIBOR (an offered, hence "ask" rate). Whilst the British Bankers' Association BBA LIBOR rates, there is no correspondent official LIBID fixing

LIBOR:

London Interbank Offered Rate (or LIBOR, pronounced LIE-bore) is a daily reference rate based on the interest rates at which banks offer to lend unsecured funds to other banks in the London wholesale money market (or interbank market). LIBOR will be slightly higher than the London Interbank Bid Rate (LIBID), the rate at which banks are prepared to accept deposits.

LIFO:
A method by which the goods sold are said to have come from the last lot of goods received.

Limited Company:
Most large businesses will be formed as limited companies. A limited company is where the owners of the business are the shareholders but the business is often managed by a completely different set of people, the directors. In legal terms, a limited company is a completely separate entity from the owners, the shareholders. Many companies are run as private limited companies (Ltd), and often, the shareholders and the directors, are the same people. The largest companies however, are public limited companies (PLC), and in these companies, the shareholders and the directors are completely different. The directors run the company on behalf of the shareholders, the owners, and are accountable to the shareholders for their management of the business and stewardship of the assets. The shareholders provide the **capital** for the business by buying shares in the company and they share in the **profits** of the company by being paid **dividends**. The accounting records that are required for a limited company are regulated by law and most companies will tend to have a large and comprehensive accounting function.
See **Sole Trader** and **Partnership** for a comparision of different business types.

Limited Liability:
The main difference between the trading of a **sole trader** and a **partnership** on the one hand, and a company on the other is the concept of limited liability. If the business of a sole trader or a partnership is declared bankrupt then the owner or owners are personally liable for any outstanding debts of the business. However, the shareholders of a company have limited liability. This means that once they have fully paid for their shares, then they cannot be called upon for any more money, if the company is declared bankrupt. All they will lose is the amount they paid for their shares.

Limited Partner:
A partner whose liability is limited to the capital he or she has put into the firm.

Limiting Factor:
Anything that limits activity. Typically, this would be the shortage of supply of something required in production, for example, machine hours, labour hours, raw materials, etc. However, it could also be something that prevents production occurring, for example a lack of storage for finished goods, or a lack of a market for the products.

Liquidation:
When a business or firm is terminated or **bankrupt**, its **assets** are sold and the proceeds pay **creditors**. Any leftovers are distributed to shareholders.

Liquidty:
A measure of the ability of a **debtor** to pay their debts as and when they fall due. It is usually expressed as a ratio or a percentage of **current liabilities**.

Liquidty Ratios:
Those ratios that relate to the cash position in an organisation and hence its ability to pay liabilities when due.

Loan:

An arrangement in which a lender loans money or property (**known as the principal** or principle amount) to a borrower, and the borrower agrees to return the property or repay the money, usually along with **interest**, at some future point(s) in time. Usually, there is a predetermined time for repaying a loan, and generally the lender has to bear the risk that the borrower may not repay a loan.

Lodgement:

An accumulation or a deposit.

Long-Term Liabilities:

Liabilities that do not have to be paid within twelve months of the **Balance Sheet** date.

cf. **Current Liabilities**

Loss:

The result of selling goods for less than they cost to purchase.

M

Main Ledger:

This is where the **double-entry** takes places of all transactions of the business.

See also **subsidiary or memorandum ledger**.

Management Accounting:

Management accounting is concerned with looking at actual transactions in different ways from financial accounting. In particular, the cost of each product or service is considered both in the past, and the likely costs in the future. In this way, management accounting is able to provide information to help the business or organisation plan for future.

The main features of management accounting are that it:

- Uses accounting information to summarise transactions that have happened already and to make estimates for the future
- Looks in detail at the costs - materials, labour and expenses, and the sales income of products and services
- Looks forward to predict what is likely to happen in the future
- May use estimates where these are the most useful or suitable form of information
- Provides management with reports that are of use in running the business or organisation
- Provides management information as frequently as circumstances demand: speed is often vital as information may go out-of-date very quickly
- Is not sent to people outside the organisation - it is for internal use
- Maintains confidentiality of information (e.g. payroll details)

cf. **Financial Accounting**.

Manufacturing Account:

An account in which production cost is calculated.

Margin:

The purchase and sale of a good may be shown as Cost Price + Profit = Selling Price. The profit when expressed as a fraction, or percentage, of the selling price is known as the margin.

Margin Of Safety:

The gap between the level of activity at the break-even point and the actual level of activity.

Marginal Costing:

An approach to costing that takes account of the variable cost of products rather than the full production cost. It is particularly useful when considering utilisation of spare capacity.

Mark-up:

The purchase and sale of a good may be shown as Cost Price + Profit = Selling Price. The percentage added to the cost price to provide a profit is known as the mark-up.

Master Budget:

The overall summary budget encompassing all the individual budgets.

Materiality:

That something should only be included in the financial statements if it would be of interest to the stakeholders, i.e. to those people who make use of financial accounting statements. It need not be material to every stakeholder, but it must be material to a stakeholder before it merits inclusion.

Measurement Basis:

The monetary aspects of the items in the financial statements, such as the basis of the stock valuation, say **FIFO** or **LIFO**.

Mediation:

Mediation is a well-established process for resolving disagreements in which an impartial third party (the mediator) helps people in dispute to find a mutually acceptable resolution. cf. **Conciliation**.

Memorandum Joint Venture Account:

A memorandum account outside the **double entry** system where the information contained in all the joint venture accounts held by the parties to the **joint ventures** are collated, the joint venture profit is calculated and the share of profit of each party is recorded in order to close off the account.

Minority Interests:

Shareholders in **subsidiary undertakings** other than the **parent undertaking** who are not therefore part of the group.

Money Measurement Concept:

The concept that accounting is concerned only with facts measurable in monetary terms, and for which purpose measurements can be used that obtain general agreement as to their suitability.

Multiple-Step Income Statement:
An income statement (**Profit and Loss**), which has had its revenue section split up into sub-sections in order to give a more detailed view of its sales operations. Example: a company sells services and goods. The statement could show revenue from services and associated costs of those revenues at the start of the revenue section, then show goods sold and cost of goods sold underneath. The two sections totals can then be amalgamted at the end to show overall **sales** (or **gross profit**).
cf. **Single-Step Income Statement**

N

Narrative:
A description and explanation of the transaction recorded in the **journal**.

Negative Contribution:
The excess of direct costs allocated to a section of a business over the revenue from that section.

Negative Goodwill:
The name given to the amount by which the total purchase price for a business a limited company has taken over is less than the valuation of the **assets** at that time. The amount is entered at the top of the **fixed assets** in the **balance sheet** as a negative amount. (Sole traders and **partnerships** can use this approach instead of a **capital reserve**.)

Negotiation:
In simplest terms, negotiation is a discussion between two or more disputants who are trying to work out a solution to their problem. This interpersonal or inter-group process can occur at a personal level, as well as at a corporate level. Negotiations typically take place because the parties wish to resolve a problem or dispute between them. The parties acknowledge that there is some conflict of interest between them and think they can use some form of influence to get a better deal, rather than simply taking what the other side will voluntarily give them. They prefer to search for agreement rather than fight openly, give in, or break off contact.

Net:
The amount that remains after all deductions have been made.

Net Book Value (NBV):
The net value of an asset. Equal to its original cost (its book value) minus **depreciation** and **amortisation**. Also called net book value and **depreciated cost**.

Net Current Assets:
Current assets minus current liabilities. The figure represents the amount of resources the business has in a form that is readily convertible into cash. Same as **working capital**.

Net Loss:
Where the cost of goods sold plus **expenses** is greater than the **revenue**.

Net Present Value (NPV):
The sum of the present values of a series of **cash flows**.
Net Profit:
This is the amount earned by a company after expenses. This is calculated as;
Gross Profit - Expenses = Net Profit.
Net Realisable Value:
The amount that would be received for the immediate sale of stock, after accounting for any costs associated directly with the sale.
Net Worth:
The value of a business as represented by subtracting its liabilities from its assets;
Assets - Liabilities = Net Worth
Nominal Account:
Accounts in which expences, revenue and capital are recorded.
Nominal Ledger:
This ledger is affected by all transactions posted in all ledgers. It is the core of the accounting process. The balances on all of the nominal accounts form the Trial Balance and therefore the Profit and Loss and the Balance Sheet. Another name for the **General Ledger**.
Normal Losses:
Losses arising in the production process that could not be avoided.

O

Opening Balance:
The balance of an account when it is initially opened, or the balance carried over from the previous accounting period, (i.e. last accounting periods' closing balance.)
Operating Lease:
An agreement whereby the leaser retains the risks and rewards associated with ownership and normally assumes responsibility for repairs, maintenance and insurance.
Operating Profit:
This is calculated; Gross Profit - Expenses.
It is the same as net profit unless the business has other income from investments or expenditure on loan interest. These items are not considered in calculating the Operating Profit.
Ordinary Shares:
Shares entitled to **dividends** after the preference shareholders have been paid their dividends.
Output Tax:
VAT added to the net price of outputs (i.e. sales).
Outputs:

Sales of goods and services.

Overdraft:

A facility granted by a bank that allows a customer holding a **current account** with the bank to spend more than the funds in the account. Interest is charged daily on the amount of the overdraft on that date and the overdraft is repayable at any time upon request from the bank.

Overheads:

Business expenses and other indirect costs for a business, such as rent or research. This value is not attributable directly to any department or product and can therefore be assigned only arbitrarily.

Overtrading:

Overtrading, or excessive sales volume transacted on a thin margin of investment, presents a potential problem with creditors. Overtrading can come from considerable management skill, but outside creditors must furnish more funds to carry on daily operations.

This is usually due to a business growing too rapidly. This can lead to **bankruptcy** and **liquidation**.

P

Paid-Up Share Capital:

The monetary amount that shareholders of a company have paid to the company ... of their fully-paid shares.

Parent Undertaking:

An undertaking which controls or has a dominating influence over the affairs of another undertaking.

The terms 'parent undertaking' and 'subsidiary undertaking' have been in use for only a few years. Previously, a parent undertaking was called a **'holding company'**, and a **subsidiary undertaking** was called a **'subsidiary company'**. One of the reasons these terms have been changed was that **consolidated financial statements** used to be concerned with only companies. Now, subsidiary undertakings can include unincorporated businesses as well.

Pareto Principle:

Also known as the **80/20 Rule**, the **law of the vital few** and the **principle of factor sparsity**, states that, for many events, 80% of the effects come from 20% of the causes. Business management thinker Joseph M. Juran suggested the principle and named it after Italian economist Vilfredo Pareto, who observed that 80% of income in Italy went to 20% of the population.

It is a common rule of thumb in business; e.g., **"80% of your sales comes from 20% of your clients."**

Partnership:

o

A partnership is a group of individuals who are trading together with the intention of making a profit. Partnerships are often created as a **sole trader's** business expands and more **capital** and more expertise are needed within the business. Typical partnerships are those of accountants, solicitors and dentists and usually comprise between 2 and 20 partners. A partnership will tend to be larger than sole traders; there will tend to be more employees and a greater likelihood of a bookkeeper being employed to maintain the accounting records.

Each of the partners will contribute capital to the business and will normally take part in the business activities. The profits of the business will be shared between the partners; setting up a partnership agreement whereby the financial rights of each partner are set out normally does this. Just as with sole traders the partners will tend to withdraw the profits due to them from the business in the form of **drawings**, although in some cases partners may also be paid a salary by the business.

See Sole **Trader** and **Limited Company** for a comparision of different business types.

PAYE (Pay As You Earn):

The system whereby income tax is deducted from wages and salaries by employers and sent to the Inland Revenue(UK).

Payee:

The person / company to who a cheque is being paid. See also **Drawer and Drawee.**

Paying-In Slip:

A form used for paying money into a bank account with the bank the account is held.

P.E.A.R.L.S:

All Transactions affect two Nominal Accounts. This is achieved by making a Debit entry to one Nominal account and then making a Credit entry to another Nominal account.

To proceed you need to identify which Nominal account to Debit and which Nominal account to Credit. An aid in deciding which account to debit and which account to credit is to use the **PEARLS** rule:

- Purchases
- Expences
- Assets

To increase **Purchases, Expences, and Asset** accounts you Debit them, and to decrease these accounts you would credit them.

- Revenue (Sales)
- Liabilities
- Source of Funds (Capital)

To increase **Revenue, Liabilites, and Source of Funds** accounts you credit them, and to decrease these accounts you would debit them.

The transaction would be recorded in the Nominal Ledger which can represented in a T shape. Debits appear on the left side of the T and Credits appear on the right side of the T, with the name of the Nominal account or the Nominal account code between them.

Period:

See Accounting Periods.

Personal Account:

Bank accounts, which contain personal funds, separate to business accounts.

Personal Allowances:

Amounts each person may subtract from income in order to arrive at taxable income. The value of each allowance is set by the government following the Budget each year. They are for things like being married, caring for a dependent relative, etc.

Personal Identification Number (PIN):

A secret number issued by a bank to a customer so that the customer may use a debit or credit card in an ATM.

Petty Cash Book:

A Cash Book for small payments.

Plastic Card:

The generic name for the range of payment-related cards.

Postings:

The processing of an accounting transaction, or the entering of a transaction on your accounts program.

Pre-Incorporation Profit Or Loss:

A profit or loss that arises immediately before a limited company is legally incorporated. Any such profit will be treated as capital profit not for distribution while, for sake of prudence; any such loss will be set against post-incorporation profits.

Preference Shares:

Shares that are entitled to an agreed rate of dividend before the ordinary shareholders receive anything.

Preliminary Expenses:

All the costs that are incurred when a company is formed.

Prepayments:

A payment for goods or services before they are received. e.g. Insurance paid 1 year in advance and accounted for over 12 months.

Most businesses would pay for their insurance 1-year in advance. You would account for this transaction by making a **credit** entry to the bank account and a **debit** entry to the Insurance account. This transaction is quite correct from a bookkeeping point of view. However, every business is expected to present accurate accounts showing all expenses in the **accounting period** that the costs/expenses relate to. If the insurance transaction were left, as it is, the cost for a whole year would be shown in one accounting period - this would give a misinterpretation of the accounts. To account for this transaction correctly the business would have a Prepayments Account.

A Prepayment Account is an **asset** account because something has been paid for but not yet used in the business. To correctly account for the insurance that has been paid in advance you would debit the full amount to the Prepayment Account and credit the full amount to the Insurance Account.

When the accounts are processed at the end of each accounting period you would credit $1/12^{th}$ of the of the annual amount from the Prepayment Account and debit $1/12^{th}$ of the annual amount to the Insurance Account. This would enable the business to correctly

account for the insurance in each accounting period i.e. 1/12th of the annual amount would be shown in the Insurance Account each month, making the **profit & loss report** more accurate. The outstanding balance of the prepayment for each accounting period would be shown in the **balance sheet** as a **current asset**. This would reduce each month until the year has been fully expensed.

cf. Accruals.

Present Value:

The amount that a future **cash flow** is worth in terms of today's money.

Prime Cost:

Direct materials plus direct labour plus direct expenses.

Principal:

The loan amount, or the part of the loan amount that remains unpaid (excluding interest). Also called principal amount.

Private Ledger:

A ledger for capital and drawings accounts.

Process Costing:

A costing system that is applied when goods or services are produced in a continuous flow.

Production Cost:

Prime cost plus indirect manufacturing costs.

Profit:

The excess of revenues over costs in a business.

Profit and Loss Report:

A report that categorises the income and expenditure of a business over an accounting period. The profit (or loss) of a business is its income less its expenditure; profit is analysed, along with gross profit (sales less the cost of those sales) and net profit (all income less all expenditure, before and after tax has been deducted).

Provision:

An amount **written off** or retained by way of providing for **depreciation**, renewals or diminution in value of assets, or retained by way of providing for any known liability of which the amount cannot be determined with 'substantial accuracy'.

Provision for Bad Debt:

An amount put by for those debts which may not be paid. It appears as an expense on the profit and loss account and is deducted from the debtors control account.

Prudence:

Ensuring that profit is not shown as being too high, or that assets are shown at too high a value and that the financial statements are neutral: that is, that neither gains nor losses are understated or overstated.

Public company:

A company that can issue its shares publicly, and for which there is no maximum number of shareholders.

Public Sector:

All organisations that are not privately owned or operated

Purchased Goodwill:

The difference between the amount paid to acquire a part or the whole of a business as a going concern and the value of the net assets owned by the business.

Purchases:

Goods or services bought for the purpose of making a direct sale, e.g. Material items such as stationary that is **resold**, hardware that is resold etc.

Purchase Credit Notes:

These are issued by suppliers in order to cancel purchase invoices either in full or in part. They are normally issued when goods or services are faulty or when the purchase invoice was incorrect. Purchase Credit Notes are represented in Sage by the Transaction Type, "PC"

Purchase Discounts:

Purchase Discounts may be given for a variety of reasons, e.g. buying in bulk, spending large amounts, being a preferred customer or **settlement discount**. However as far as Sage is concerned it refers to just settlement discount or Prompt Payment Discount. The discount is taken only when an invoice is paid within the agreed number of days. Purchase Discounts are represented in Sage by the transaction type, "PD".

Purchase Invoices:

These are issued by suppliers as a request for payment in respect of the supply of goods or services. Purchase Invoices are represented in Sage by the transaction type, "PI".

Purchase Ledger:

The purchase ledger keeps track, in account order, of all invoices, credit notes and discounts received from suppliers and all payments to suppliers. It can be quickly referred to if you want to find the current status of any of the supplier accounts. The total balance outstanding should equal the balance of the creditors control account in the nominal ledger

Purchase Payments:

Payments made to suppliers in respect of invoices for the goods and/or services supplied. These are represented in Sage by the transaction type, "PP".

Purchases Day Book:

Book of original entry for credit purchases. **Also called the Purchases Journal**

Q

Quick Ratio:

A ratio for calculating the liquidity of a business. **It is calculated as : -**

(Current Assets - Stock) ÷ Current Liabilities

This ratio is used to see the solvency of a company.

This ratio is also referred to as the "liquid ratio" or "acid-test ratio".

Quotation:

A statement of the current market price of a service or security (an asset which the lender can have recourse if the borrower defaults on the loan repayment).

R

Real Accounts:

Accounts in which property of all kinds is recorded.

Realisation Concept:

Only profits and gains realised at the **balance sheet** date should be included in the **profit and loss account**. For a gain to be realised, it must be possible to be reasonably certain that it exists and that it can be measured with sufficient reliability.

Receipt:

A written acknowledgment that a specified article, sum of money, or shipment of merchandise has been received.

Receipts:

Unless otherwise qualified, in accounting means cash received.

Receipts And Payments Account:

A summary of the **Cash Book** of a non-profit-oriented organisation.

Receivable:

An amount awaiting receipt of payment.

Reconciliation:

The process of agreeing accounting entries from one source, with entries from another source.

The most common reconciliation is a **bank reconciliation**, which matches transactions posted against a bank account with the statement received from the bank.

Reduced Rate (of VAT):

A lower VAT rate applicable to certain goods and services.

Reducing Balance Method:

A method of calculating depreciation based on the principle that you calculate annual depreciation as a percentage of the net-of-depreciation-to-date balance brought forward at the start of the period on the fixed asset.

See **depreciation** for example and additional information.

Registered Business:

A business that has registered for VAT. It must account for VAT and submit a VAT **Return** at the end of every VAT tax period.

Relevant Costs:

Those costs of the future that will be affected by a decision.

Remittance Advice:

A document accompanying a receipt, showing which **invoices less credit notes** are being paid.

Remittance List:

A listing of all the receipts of the business for a period, usually that day.

Reserve Accounts:

The transfer of apportioned profits to accounts for use in future years.

Residual Value:

The net amount receivable when a **fixed asset** is put out of use by the business.

Resource Accounting:

An accounting system based on normal commercial practice, including **accruals** and movements in cash flows.

Retention:

An amount of money retained by a customer for a specified period of time after a service has been provided, to ensure that if anything should subsequently go wrong then it will be rectified.

Return on Capital Employed (R.O.C.E.):

Return on Capital Employed = (Net Profit ÷ Capital Employed) x 100

This is one of the most important profitability ratios, as it encompasses all the other ratios, and because an adequate return on capital employed, is why people invest their money in a business in the first place.

This ratio gives an indication as to how much profit in percentage terms is being earned from the money invested in the business. If the owner could earn more from investing the capital in a building society, it would be pointless running the business.

There are several ways of calculating this ratio in respect to the capital employed figure. Sometimes it is Opening Capital, sometimes the Closing Capital and sometimes the Average Capital.

Return On Owners' Equity:

Net profit as a percentage of ordinary share capital plus all reserves, often abbreviated as ROOE. The more common term in use for this is (return on shareholders' funds).

Return On Shareholders' Funds:

Net profit as a percentage of ordinary share capital plus all reserves, often abbreviated as ROSF and more commonly used than the alternative term, return on owners' equity.

Returns:

Goods returned to the business by a customer, or by the business to a supplier.

Returns Inwards:

Goods returned by customers. (Also known as 'sales returns'.)

Returns Inwards Day Book:

Book of original entry for goods returned by customers. Also called the Returns Inwards Journal or the Sales Returns Day Book.

Returns Outwards:

Goods returned to suppliers. (Also known as 'purchases returns'.)

Returns Outwards Day Book:

Book of original entry for goods returned to suppliers. Also called the Returns Outwards Journal or the Purchases Returns Book.

Revaluation Account:

An account used to record gains and losses when assets are revalued.

Revenue:

Another term for sales or income.

Revenue Expenditure:

Expenses needed for the day-to-day running of the business.

Revenue Reserves:

A balance of profits retained available to pay cash dividends including an amount voluntarily transferred from the profit and loss appropriation account by debiting it, reducing the amount of profits left for cash dividend purposes, and crediting a named reserve account, such as a general reserve.

Rights Issue:

A rights issue is a way in which a company can sell new shares in order to raise capital. Shares are offered to existing shareholders in proportion to their current shareholding, respecting their pre-emption rights. The price at which the shares are offered is usually at a discount to the current share price, which gives investors an incentive to buy the new shares - if they do not, the value of their holding is diluted.

A rights issue by a highly geared company intended to strengthen its balance sheet is often a bad sign. Profits are already low (or negative) and future profits are diluted. Unless the underlying business is improved, changing its capital structure achieves little.

A rights issue to fund expansion can usually be regarded somewhat more optimistically, although, as with acquisitions, shareholders should be suspicious because management may be empire building at their expense (the usual agency problem with expansion).

The rights are normally a tradable security themselves (a type of short dated warrant). This allows shareholders who do not wish to purchase new shares to sell the rights to someone who does. Whoever holds a right can choose to buy a new share (exercise the right) by a certain date at a set price.

Some shareholders may choose to buy all the rights they are offered in the rights issue. This maintains their proportionate ownership in the expanded company, so that an X% stake before the rights issue remains an X% stake after it. Others may choose to sell their rights, diluting their stake and reducing the value of their holding.

If rights are not taken up the company may (and in practice does) sell them on behalf of the rights holder.

It is possible to sell some rights and exercise the remainder. One possibility is selling enough rights to cover the cost of exercising those that are not sold. This allows a shareholder to maintain the value of a holding without further expense (apart from dealing costs). This does not mean that a shareholder can entirely neutralise the effect of a rights issue, only the element described by the formula below.

As with a scrip issue, the price before the rights are issued needs to be adjusted for the rights issue. The calculation is a little more complicated as the new shares are paid for. Before comparison with share prices after the rights issue, prices before the shares were ex-rights need to be multiplied by:

$((M * Y) + (N * X)) \div (M * (X + Y))$

Where X is the number of new shares issued for every Y existing shares M is the closing price on the last day the shares traded cum-rights and N is the price of the new shares

The same adjustment needs to be made to per share numbers such as EPS if they are to remain comparable, for example, when looking at growth trends. However, a large rights issue is often associated with other changes that will distort these numbers or change trends such as paying off debt, expansion, etc.

This calculation makes the assumption that all rights will be exercised. This is usually an acceptable assumption as it is usual for a rights issue to be priced at a steep discount to the share price to ensure that the rights will be exercised.

In the interval between the shares going ex-rights and the rights being exercised, if the share price falls low enough for the rights to have significant option value, then an adjustment may have to be made for this. This happens very rarely.

S

Sale or Return:

Goods supplied on the understanding that if not sold on (by the customer/retailer) they may be returned without charge. Such transactions are best not recorded in the accounts, until the actual sales figures are known.

Examples include newspapers and magazines.

Sales:

Goods sold by the business in which it normally deals, which were bought with the prime intention of resale.

Sales Credit Notes:

These are issued to customers in order to cancel sales invoices either in full or in part. They are normally issued when goods or services are faulty or when the sales invoice was incorrect. Sales credit notes are represented in Sage by the transaction type, "SC".

Sales Day Book:

Primary record for recording sales invoices, ie **credit sales**. See also **Analysed Sales Day Book**.

Sales Discounts:

Sales Discounts may be allowed for a variety of reasons, e.g. buying in bulk, spending large amounts, being a preferred customer (**trade discount**) or **settlement discount**. However as far as Sage is concerned it refers to just settlement discount or Prompt Payment Discount. This discount is taken only when an invoice is paid within the agreed number of days. Sales discounts are represented in Sage by the transaction type "SD".

Sales Invoice:

A document showing details of goods sold and the prices of those goods.

Sales Ledger:

The sales ledger keeps track, in account order, of all invoices, credit notes and discounts sent to customers and all receipts received from customers. It can be quickly referred to if you want to find the current status of any of the customer accounts. The total balance outstanding should equal the balance of the debtors control account in the nominal ledger.

Sales Receipts:

These are made when invoices are paid off by the recipient of the goods or services. Sales receipts are represented in Sage by the transaction type "SR".

Sales Returns Day Book:

The primary record for recording **credit notes**.

Sensitivity Analysis:

Altering volumes and amounts so as to see what would be likely to happen if they were changed. For example, a company may wish to know the financial effects of cutting its selling price by £1 a unit. Also called **'what if' analysis**.

Separate Determination Concept:

States that each component of any category of **assets** or **liabilities** should be valued separately when arriving at a total to be shown in the accounts for that category. For example, the value of each stock item should be calculated individually (at the lower of cost and net realizable value) and these values should then be totaled to give the stock figure which will appear in the

accounts. Stock should not be valued at the lower of total cost and total net reserve value (NRV).

Separate Valuation Concept:

Recording and measurement rule that relates to the determination of the aggregate amount of any item. In order to determine the aggregate amount of an asset or a liability, each individual asset or liability that comprises the aggregate must be determined separately. This is important because material items may reflect different economic circumstances. There must be a review of each material item to comply with the appropriate accounting standards.

Settlement Discount:

A CASH DISCOUNT or **SETTLEMENT DISCOUNT** is a percentage discount of the total invoice value that is offered to a customer to encourage that customer to pay up or settle the invoice earlier. For example, if it is normal policy to request that payment is made by customers 30 days after the invoice date, a cash discount of 4% might be offered for payment within 10 days of the invoice date.

A cash discount differs from a **trade discount** in that although the seller offers the discount to the customer it is up to the customer to decide whether or not to accept the offer of the discount. Therefore the discount does not appear on the face of the invoice but it will be noted at the bottom of the invoice in the "Terms" section.

There is one complication here with **VAT.** If a cash discount is offered then the VAT is calculated on the assumption that the cash discount is taken up by the customer and therefore the VAT calculation is made based upon the net invoice total **after deducting** the cash discount.

For full calculations and working examples, simply click this link to **download Excel spreadsheet.**

Shares:

The division of the capital of a limited company into parts or shares.

Documents issued by a company to its owners (the shareholders) which state how many shares in the company each shareholder has bought and what percentage of the company the shareholder owns. Shares can also be called 'Stock'.

Share Discount:

Where a share was issued at a price below its par, or nominal value, the shortfall was known as a discount. However, it is no longer legal under the Companies Acts to issue shares at a discount.

Share Premium:

Where a share is issued at a price above its par, or nominal value, the excess is known as a premium.

Shares At No Par Value:

Shares that do not have a fixed par, or nominal value.

Simple Interest:

Simple Interest (I) is calculated by multiplying the amount invested (sometimes called the *principle*, P) by the length of time (T) the money is invested and the rate of interest (R) converted to a equation; that is:

$I = (P \times R \times T) / 100$.

For example, see **Calculating Loan Interest**

cf. **Compound Interest.**

Single-Step Income Statement:

An income statement where all the revenues are shown as a single total rather than being split up into different types of revenue (this is the most common format for very small businesses). See **Profit and Loss.**

cf. **Multi-Step Income Statement**

Sinking Fund:

An account set up to reduce another account to zero over time (using the principles of **amortisation or straight line depreciation**). Once the sinking fund reaches the same value as the other account, both can be removed from the **balance sheet.**

SME:

Small and Medium Enterprises (ie. small and medium size businesses). The distinction between what is 'small' and what is 'medium' varies depending on where you are and who you talk to.

Sole Trader:

The simplest type of business is that of a sole trader. A sole trader is someone who trades under his or her own name. Many, many businesses are sole traders, from electricians through to accountants. Being a sole trader does not mean that the owner is the only one working in the business. Some sole traders are one-man-bands, but many will also employ a number of other staff. Even so, in most cases the owner will be in charge of most of the business functions such as buying and selling of goods or services and doing the bookkeeping and producing the accounts. In some instances however, the sole trader will employ an external bookkeeper, which may also be a sole trader, in order to regularly update the accounting records.

The owner of the business is the one who contributes the capital to the business, although it may also have loans, either commercial or from friends. The owner is also the only party to benefit from the profits of the business, and the owner taking money, or goods out of the business is known as drawings.

See Limited Company and Partnership for a comparision of different business types.

Source of Funds / Capital Employed:

Any money invested into the business including Share Capital, Reserves, and long-term loans.

Standard Cost:

What you would expect something to cost.

Standard Costing:

A control technique that compares standard costs and standard revenues with actual costs and actual revenues in order to determine differences (variances) that may then be investigated.

Standard Rate:

The VAT rate usually used.

Standard Rated Business:

A business that charges VAT at the standard rate on its sales.

Standing Order:

An order by a customer (business or personal) to their banker to pay a specified amount usually on or around a particular day of the month regularly to another account. This could be typically to a person's building society for regular payment of mortgage interest or for premiums for life assurance. If the payee, for example, a building society, requires payments to be increased (or decreased) it must write to the customer requesting a change in the amount of the stan order. The customer then instructs their bank accordingly. The current trend for regular payments however seems to be towards direct debit where the customer agrees to the payee debiting (claiming funds from) his/her account.

Statement:

A copy of a customer's personal account taken from the supplier's books.

Statement Of Affairs:

A statement from which the capital of the owner can be found by estimating assets and liabilities. Then Capital = Assets - Liabilities. It is the equivalent of the balance sheet.

Stock:

The total goods or raw materials held by a business for the purpose of resale. Stock is valued in the balance sheet at the lower of cost and net realisable value. (Also known as inventory.)

Stock Explosion:

A report to show what components each stock item is made up of. For example, a stereo system could be made up of a set of speakers, an amplifier, a CD player, a tape-deck and some connecting wires.

Stock Turnover:

The number of times stock is sold in an accounting period. (Also known as 'stockturn'.)

Stocktaking:

The process of physically identifying the stock on hand at a given point in time.

Straight Line Method:
See Straight Line **Depreciation Method.**
Subsidiary Company:
The outdated term for what is now known as a 'subsidiary undertaking'.
Subsidiary Undertaking:
An undertaking which is controlled by another undertaking or where that other undertaking exercises a dominating influence over it.
cf. Parent Undertaking.
Subsidiary Ledgers:
These are ledgers where supporting or memorandum ledger accounts are kept, in addition to the main ledger.
Sunk Costs:
A cost which has already occurred and cannot, therefore, be avoided whatever decision is taken. It should be ignored when taking a decision. See **Irrelevant Costs.**
Super Profits:
Net profit less the opportunity costs of alternative earnings and alternative returns on capital invested that have been foregone.
Supply Chain:
Everything within the two end-points of the continuous sequence running from demand forecasting through to receipt of payment from customers.
Supply Chain Management:
The system of control over the information and/or item flows both within and outside the organisation that comprise the supply chain.
Suspense Account:
A temporary account that is used when you are unsure as to what you should do with a certain value. The Suspense Account can be used as a holding account until it is decided what should be done with the value. The balance on the Suspense Account should ultimately be zero. It is most commonly used in Sage when the Opening Balances are being put onto the system.
Accounting students and those using manual accounting systems should see our comprehensive guide on **Preparing A Trial Balance (Creation Of A Suspense Account)** using the manual system and some potential errors.

T

T-Account:
The layout of accounts in the accounting books.
T-ACCOUNT is the basis for journal entry in accounting. T-accounts have three basic elements. A title, a left side (debit side) and a right side (credit side). To make an entry in a T-account, put the currency (dollar, pound, etc.) amount on the appropriate side (debit or credit). See **P.E.A.R.L.S**
Tangible Asset:
Assets having a physical existence, such as cash, equipment, and real estate; accounts receivable are also usually considered tangible assets for accounting purposes.
cf. **Intangible Asset.**
Tax Code:
The number found by adding up an individual's personal allowances which is used to calculate that individual's tax liability (U.K).
Time Interval Concept:
Financial statements are prepared at regular intervals.

Total Cost:
Production cost plus administration, selling and distribution expenses and finance expenses.
Trade Discount:
A percentage reduction from the list price of goods that a business may offer to some customers. The reason for offering this reduced price might be due to the fact that this is a regular and valued customer, or it could be offered as an incentive to a new customer to buy.
The amount of the trade discount will be shown on the face of the invoice as a deduction from the list price. A Settlement Discounts is very different. Don't confuse the two.
For full calculations and working examples, simply click this link to download Excel spreadsheet.
Trading Account:
Compares sales, stock used and direct expenses to find the profit or loss made by buying and selling.
Trading And Profit And Loss Account:
A financial statement in which both gross profit and net profit are calculated.
Transposition Error:
Where the characters within a number are entered in the wrong sequence.
Trial Balance:
A list of all the nominal accounts at a given time, together with their net balances, shown as either a debit or a credit balance. The double entry book-keeping system, if completed correctly, requires that the total of all debits equals the total of all credits. In theory the balances should always be equal when using automated accounts programs like Sage. If an imbalance occurs, it may indi- that you have corrupt data.
Accounting students and those using manual accounting systems should see our comprehensive guide on preparing a trial balance using the manual system and some potential errors.
For full calculations and working examples, simply click this link to download Excel spreadsheet.
True And Fair View:
The expression that is used by auditors to indicate whether, in their opinion, the financial statements fairly represent the state of affairs and financial performance of a company.
Trustee:
An individual or organization which holds or manages and invests assets for the benefit of another. The trustee is legally obliged to make all trust-related decisions with the trustee's interests in mind, and may be liable for damages in the event of not doing so. Trustees may entitled to a payment for their services, if specified in the trust deed. In the specific case of the bond market, a trustee administers a bond issue for a borrower, and ensures that the issuer meets all the terms and conditions associated with the borrowing.

U

Undertrading:
Undertrading is usually caused by management's poor use of investment money and their general lack of ingenuity, skill or aggressiveness
Unpresented Cheques:
Cheques paid out which are passing through the bank clearing system, but have not yet been presented to the bank where the account is maintained
Unquoted Investments:
Investments not dealt in on a recognised stock exchange.
Unregistered Business:

A business that ignores **VAT** and treats it as part of the cost of purchases. It does not charge VAT on its outputs. It does not need to maintain any record of VAT paid.

V

Valuation:
Formal assessment of the worth of property, goods etc.

Value Added Tax (VAT):
A tax charged on the supply of most goods and services.

- VAT is applied to all VAT registered businesses for a Net Sale or Purchase amount.
- VAT is a tax imposed by the government on certain goods/services supplied. For the latest upto date figures for VAT rates etc, see HM Revenue & Customs website.
- When a business is registered for VAT it is able to claim back VAT paid on goods/services

Variable Costs:
Expenses which change in response to changes in the level of activity.

Variance:
The difference between budget and actual. Can also be used to describe the difference between the opening and closing balance of an account.

Variance Analysis:
A means of assessing the difference between a predetermined cost/income and the actual cost/income.

VAT Cash Accounting:
A special arrangement for accounting for VAT, that must be agreed with the Customs & Excise department, by which VAT is charged on amounts actually received net of amounts paid, rather than on the invoices for those amounts.

VAT Invoice:
An invoice issued by a supplier registered for VAT showing the supplier's VAT registration number, the date of issue and the tax point.

VAT Outputs and Inputs:
The Customs & Excise department requires all businesses registered for VAT to account to them for all amounts of VAT charged on sales invoices (outputs) net of amounts incurred on purchase invoices (inputs).

VAT Receipt:
A receipt showing the amount of VAT as a separate item, together with the issuer's VAT registration number.

VAT Registration:
All businesses registered for VAT are given a registration number. This number must be printed on all invoices.

VAT Return:
All businesses registered for VAT are given a registration number. This number must be printed on all invoices.

VAT Tax Point:
The date on which VAT eligible sales are completed.

W

'What If':

Altering volumes and amounts so as to see what would be likely to happen if they were changed. For example, a company may wish to know the financial effects of cutting its selling price by £1 a unit. Also called **sensitivity analysis.**

Work Certified:

The value of work in progress on a contract as certified by, for example, an architect or an engineer.

Work In Progress (W.I.P):

Items not completed at the end of an **accounting period.**

Working Capital:

The excess of current assets less **current liabilities.** The figure represents the amount of resources the business has in a form that is readily convertible into cash. Same as **net current assets.**

Write Off:

To cancel a bad debt or obsolete asset from the accounts. Or,

To consider a transaction as a loss or set off (a loss) against **revenues.** Or,

To depreciate an asset by periodic charges. Or,

To charge a specified amount against gross **profits** as **depreciation of an asset.**

Y

Yield:

The annual income provided by an investment.

Z

Zero-Rated:

Denoting goods on which the buyer pays no **VAT** although the seller can claim back any tax he/she has paid.

These include some food items, newspapers, magazines and books, medicine and children's clothing.

Zero-Rated Business:

A business that only supplies zero-rated goods and services. It does not charge VAT to its customers but it receives a refund of **VAT** on goods and services it purchases.

****

General Knowledge:

World Geography

SOME FACTS ABOUT THE EARTH

Estimated age	About 4500 million years	
Superficial area	510, 100, 500 sq. km.	(196, 950, 000 sq. m)
Land surface	148, 951, 000 sq. km.	(57, 510, 000 sq. m.)
Water surface	(71% of the total area)	361, 150, 000 sq. km.
Equatorial circumference	40, 075 km	(24902m.)
Polar diameter	12714 km.	(7900 m.)
Distance from the Sun	149.6 million km.	(92, 857, 000 m.)
Highest point of the Earth's land surface	Mt. Everest	(8,850 meters) (29, 035 ft.)
Lowest point of the Earth's land surface	Shores of the Dead Sea, Israel – Jordan 396 meters (1299 feet) below sea level.	
Greatest ocean depth	Marinas Trench, east of the Philippines	11033m. (36, 198 feet) below sea level.

HIGHEST MOUNTAINS OF THE WORLD

Mountain	Country	Feet	Metr:
Everest	Nepal/Tibet	29,035	8,850
K-2 (Godwin Austen)	Pakistan	28,250	8,611
Kanchenjunga	India/Nepal	28,169	8,5[illegible]
Lhotse I	Nepal/Tibet	27,940	8,516
Makalu I	Nepal/Tibet	27,766	8,463
Cho Oyu	Nepal/Tibet	26,906	8,201
Dhaulagiri	Nepal	26,795	8,167
Mansalu I	Nepal	26,781	8,163
Nanga Parbat	Pakistan	26,660	8,125
Annapurna	Nepal	26,545	8,091
Gasherbrum I	Pakistan/China	26,470	8,068
Broad Peak	Pakistan/China	26,400	8,047
Gosainthan (Shishma Pangma)	Tibet	26,397	8,046
Gasherbrum II	Pakistan/China	26,360	8,035
Annapurna II	Nepal	26,041	7,937

Mountain	Country	Feet	Metres
Gyachung Kang	Nepal	25,910	7,897
Disteghil Sar	Pakistan	25,858	7,882
Himalchuli	Nepal	25,801	7,864
Nuptse	Nepal	25,726	7,841
Nanda Devi	India	25,663	7,824
Masherbrum	Kashmir	25,660	7,821
Rakaposhi	Pakistan	25,551	7,788
Kanjut Sar	Pakistan	25,461	7,761
Kamet	India/Tibet	25,446	7,756
Namcha Barwa	Tibet	25,445	7,756
Gurla Mandhata	Tibet	25,355	7,728
Ulugh Muztagh	Tibet	25,340	7,723
Kungur	China	25,325	7,719
Tirich Mir	Pakistan	25,230	7,690
Saser Kangri	India	25,172	7,672
Makalu II	Nepal	25,120	7,657
Minyan Konka	China	24,900	7,590
Kula Kangri	Bhutan	24,783	7,554
Chang-tzu	Tibet	24,780	7,553
Muztagh Ata	China	24,757	7,546
Skyang Kangri	Kashmir	24,750	7,544
Communism Peak	Tajikistan	24,590	7,495
Jongsong Peak	Nepal	24,472	7,459
Pobeda Peak	Kyrgyzstan	24,406	7,439
Sia Kangri	Kashmir	24,350	7,422
Haramosh Peak	Pakistan	24,270	7,397
Istoro Nal	Pakistan	24,240	7,388

Note: All these mountain peaks are located in Asia. The highest elevation points of all the continents are as under:

HIGHEST ELEVATION POINTS OF THE WORLD

Continent	Highest Point	Location	Feet	Metres
Asia	Mt. Everest	Nepal/Tibet	29,035	8,850
S. America	Mt. Aconcagua	Argentina	22,834	6,960
N. America	Mt. McKinley	U.S.(Alaska)	20,320	6,194
Africa	Mt. Kilimanjaro	Tanzania	19,340	5,895
Europe	Mt. Elbrus	Russia	18,510	5,642
Antarctica	Vinson Massif	Ellsworth Mts	16,066	4,897
Australia	Mt. Kosciusko	New South Wales	7,310	2,228

PRINCIPAL DESERTS OF THE WORLD

Name	Country	Area in Sq. miles
Sahara	North Africa	3500000

Libyan	North Africa	4500
Australian	Australia	
Great Victoria	Australia	[illegible]
Syrian	Syria/Arabia	100000
Arabian	Arabia	70000
Gobi	Mongolia	500000
Rub'al Khaii	Arabia	250000
Kalahari	Botswana	225000
Great Sandy	Australia	150000
Takla Makan	China	140000
Arunta	Australia	-
Kara Kum	S.W. Turkistan (Russia)	120000
Nubian	North Africa	100000
Thar	N.W. India	100000
Kizil Kum	Central Turkistan	100000

LARGEST ISLANDS OF THE WORLD

Name	Area in sq. miles	Location
Greenland	840000	North Atlantic Ocean
New Guinea	317000	South West Pacific
Borneo	287400	S.W. Pacific
Malagassy Republic	227800	Indian Ocean
Baffin Island	183810	Arctic Ocean
Sumatra	182860	Indian Ocean
Great Britain	88619	N. Atlantic
Honshu	87293	N.W. Pacific
Ellesmere	76600	Arctic Ocean
Victoria Island	74400	Arctic Ocean
Celebes	72987	Indian Ocean
New Zealand (South)	58093	S.W. Pacific
Java	48763	Indian Ocean
New Zealand (North)	44281	S.W. Pacific
Newfoundland	42734	N. Atlantic
Cuba	41634	Caribbean Sea
Iceland	39698	N. Atlantic
Ireland (incl N. Ireland)	31839	N. Atlantic
Dominican Rep.& Haiti	29530	Caribbean Sea
Sakhalin	28597	N.W. Pacific
Tasmania	26215	S.W. Pacific
Sri Lanka	25332	Indian Ocean

PRINCIPAL OCEANS OF THE WORLD

Ocean	Area in Sq. km	Greatest Depth in Feet
Pacific Ocean	165,250,000	36200

Ocean	Area in Sq. km	Greatest Depth in Feet
Atlantic Ocean	82,440,000	30246
Indian Ocean	73,440,000	24442
Arctic Ocean	14,090,000	17881
	SEAS	
Mediterranean Sea	2,505,000	16470
South China Sea	3,447,000	18241
Bering Sea	2,270,000	13750
Caribbean Sea	2,754,000	25197
Gulf of Mexico	1,544,000	14370
Sea of Okhotsk	1,528,000	11400
East China Sea	1,248,000	9840
Hudson Bay	1,233,300	850
Sea of Japan	1,008,000	12280
North Sea	575,000	2170
Black Sea	461,000	7360
Red Sea	438,000	7370
Baltic Sea	422,000	1440
Yellow Sea	404,000	300

Greatest Ocean Depth: Mariana Trench, east of the Philippines (11033 m (36198 feet) below sea level.

Mean Depth of the Sea: 12009 feet.

Largest and the Oldest Ocean: Pacific Ocean.

MAJOR RIVERS OF THE WORLD (By Length)

River	Location	Miles	Km
Nile	Africa	4,145	6,673
Amazon	Peru	4,000	6,440
Mississippi–Missouri	USA	3,740	6,021
Changjiang (Yangtze)	China (Asia)	3,720	5,989
Yenisei–Angara	Russia	3,650	5,877
Amur–Argun	China (Asia)	3,590	5,780
Ob–Irtysh	China	3,360	5,410
Plata–Parana	Brazil	3,030	4,878
Huang He (Yellow)	China	2,903	4,674
Congo (Zaire)	Congo	2,900	4,669
Lena	Russia	2,730	4,395
Mackenzie	South America	2,635	4,242
Mekong	Asia	2,600	4,186
Niger	Africa	2,600	4,186
Missouri	USA	2,533	4,078
Mississippi	USA	2,348	3,780
Murray–Darling	Australia	2,330	3,751
Volga	Russia	2,290	3,687
Madeira	S. America	2,013	3,241
Sao Francisco	S. America	1,988	3,201

River	Location	Miles	Km
Yukon	Alaska	1,979	3,186
Rio Grande	USA–Mexico	1,885	3,035
Purus	S. America	1,860	2,995
Tunguska, Lower	Russia	1,860	2,995
Indus	Asia	1,800	2,898
Danube	Europe	1,776	2,859
Brahmaputra	Asia	1,770	2,850
Salween	Asia	1,750	2,818

PRINCIPAL LAKES OF THE WORLD

Lake	Country	Sq. Km
Caspian Sea (salt)	RUSSIA - Iran	393,898
Superior	USA - Canada	82,814
Victoria	Kenya – Uganda –Tanzania	69,485
Aral (salt)	RUSSIA	68,682
Huron	USA – Canada	59,596
Michigan	USA	58,016
Tanganyika	Tanzania – Zambia –Zaire	32,893
Great Bear	Canada	31,792
Baikal	RUSSIA	31,492
Great Slave	Canada	28,438
Erie	USA - Canada	25,745
Winnipeg	Canada	24,341
Malawi	Malawi - Mozambique	23,310
Ontario	USA - Canada	19,529
Balkhash	RUSSIA	18,260
Ladoga	RUSSIA	18,130
Chad	Nigeria –Niger –Chad	15,540
Onega	RUSSIA	9,842
Eyre (salt)	Australia	9,324
Rudolf (salt)	Kenya	9,065
Titicaca	Peru - Bolivia	9,065
Athabasca	Canada	8,081
Nicaragua	Nicaragua	7,697
Reindeer	Canada	6,389
Issyk Kul	RUSSIA	6,190
Koko: (salt)	China	5,957
Torrens (salt)	Australia	5,775

HIGHEST WATERFALLS OF THE WORLD

Waterfall	Location	Feet	Meters
Angel	Venezuela	3,281	1,000
Tugela	South Africa	3,000	914

Waterfall	Location	Feet	Meters
Cuquenan	Venezuela	2,000	610
Sutherland	New Zealand	1,904	580
Takkakaw	Columbia	1,650	503
Ribbon (Yosemite)	California	1,612	491
Upper Yosemite	California	1,430	436
Gavarnie	France	1,384	422
Vettisfoss	Norway	1,200	336
Widow's Tear (Yosemite)	California	1,170	357
Staubbach	Switzerland	984	300
Middle Cascade (Yosemite)	California	909	277
King Edward VIII	Guyana	850	259
Gersoppa	India	829	252
Kaieteur	Guyana	822	251

WORLD'S LARGEST DAMS

Dam	Location	Volume (Thousands)		Year Completed
		Cubic Meters	Cubic Yards	
Syncrude	Canada	540,000	706,320	UC
Chapeton	Argentina	296,200	311,539	UC
Pati	Argentina	238,180	276,026	UC
New Cornelia Tallings	United States	209,500	274,445	1973
Tarbela	Pakistan	121,720	159,210	1976
Kambaratinsk	Kyrgyzstan	112,200	146,758	UC
Fort Peak	Montana	96,049	125,628	1940
Lower Usama	Nigeria	93,000	121,644	1990
Cipasang	Indonesia	90,000	117,720	UC
Ataturk	Turkey	84,500	110,522	1990
Yacyreta–Apipe	Paraguay/ Argentina	81,000	105,944	UC
Guri (Raul Leoni)	Venezuela	78,000	102,014	1986
Rogun	Tajikistan	75,500	98,750	1985
Oahe	South Dakota	70,339	92,000	1963
Mangla	Pakistan	65,651	85,872	1967
Gardiner	Canada	65,440	85,592	1968
Afsluitdijk	Netherland	63,400	82,927	1932
Oroville	California	59,639	78,008	1968
San Luis	California	59,405	77,700	1967
Nurek	Tajikistan	58,000	75,861	1980

Note: UC = Under Construction.

Expected Questions FOR COMING EXAMS.

1. Who was the leader of the 1958 coup in Iraq, which led to proclamation of Iraq as a Republic?
   (A) Saddam Hussain (B) Nuri Al Said
   (C) Abdul Karim✓ (D) Abdul Rahman
2. Major Shabbir Sharif was awarded Nishan-e-Haider posthumously. Which other mode for bravery was he awarded during his career in the Army?
   (A) Tamgha-e-Basalat
   (B) Nishan-e-Shujaat
   (C) Hilal-e-Jurat
   (D) Sitara-e-Jurat✓
3. Which Indian personality served as the President of the UN General Assembly in 1953-54?
   (A) S. Radha Krishnan
   (B) Gopalaswamy Ayyangar
   (C) V K Menon
   (D) Vijayalakshami Pandit✓
4. In which organ of the United Nations, all member states of the UN are represented?
   (A) Economic and Social Council
   (B) General Assembly✓
   (C) Security Council
   (D) Human Rights Council
5. Ustad Allah Baksh was a famous _______ of Pakistan.
   (A) Classical singer (B) Sitar player
   (C) Tabla player (D) Painter✓
6. UNFCC (UN Framework Convention on Climate Change) was adopted during the Earth Summit at Rio de Janeiro (1992). When did it come into force?
   (A) March 1994✓ (B) August 1995
   (C) October 1996 (D) January 1994
7. De Beers is one of the biggest name in diamond industry. Who was the founder of De Beers Consolidated Mining Company?
   (A) John Cecil Rhodes✓
   (B) Joseph D. Rockefeller
   (C) Krugger
   (D) Robert Johnson
8. Who was the first UN High Commissioner for Human Rights?
   (A) Mary Robinson✓
   (B) Jose Ayla Lasso
   (C) P.B. Samuel (D) Wilferd Hansen
9. The Treaty of European Union (1992) is also known as:
   (A) Treaty of the Hague
   (B) Treaty of Brussels
   (C) Measurement Treaty✓
   (D) None of these
10. King Abdul Aziz Ibn Saud named the Kingdom of Hejaz and Najd as Saudi Arabia in:
    (A) 1924 (B) 1930
    (C) 1932✓ (D) 1936
11. Headquarter of the African Union (AU) is located in:
    (A) Johannesburg (B) Cairo
    (C) Dakar
    (D) Addis Ababa✓
12. Which of the following Indian Nobel Prize winners is associated with economics?
    (A) V.S Naipaul
    (B) Amartya Sen✓
    (C) C.V. Roman
    (D) Rabindranath Tagore
13. When was the first Nobel Prize awarded?
    (A) 1892 (B) 1900
    (C) 1901✓ (D) 1904
14. The Presidency of the United Nations Security Council rotates (in alphabetical order) among its

members every:
(A) 6 months (B) 3 months
(C) 2 months **(D) Month✓**

15. UNESCO which deals with Education, Science and Culture, has its headquarters in:
(A) New York (B) Vienna
(C) Paris✓ (D) Geneva

16. Beijing Declaration and Platform for Action (1992) deals with?
(A) International trade
(B) Rights and status of women✓
(C) Rights and protection of children
(D) Population control

17. Sharmeen Obaid Chinoy of Pakistan won an Oscar Award for best dcumentary film. What was the title of the film?
(A) Acid Burns
(B) Desperate Women
(C) Dark Shadows **(D) Saving Face✓**

18. "Chauburji" in Lahore is one of the famous monuments belonging to the Mughal period. It was reportedly built a gateway to a beautiful garden built for Princess Zebunnissa. She was an accomplished daughter of which Mughal Emperor?
(A) Shahjahan (B) Akbar
(C) Jahangir **(D) Aurangzeb✓**

19. "World Economic Forum", which holds its annual sessions in Davos, Switzerland, was founded by:
(A) Henry Kissinger
(B) Konrad Adenau
(C) W. Senwad✓ (D) None of these

20. When was the right to vote was given to women in Switzerland?
(A) 1935 (B) 1950
(C) 1965 **(D) 1971✓**

21. the Leaning Tower of Pisa is located in which country?
(A) Switzerland **(B) Italy✓**
(C) Malta
(D) The Netherlands

22. U Thant was the first UN Secretary General from Asia. To which country did he belong to?
(A) Thailand (B) Cambodia
(C) Japan **(D) Burma✓**

23. On which river, the Baglihar Dam is constructed by India?
(A) Chenab✓ (B) Jhelum
(C) Indus (D) Setluj

24. Which one of the following countries expelled the Palestine Liberation Organization (PLO) in 1970?
(A) Syria (B) Lebanon
(C) Israel (D) Jordan✓

25. Which actor played the role of Quaid-e-Azam Muhammad Ali Jinnah in the feature film "Jinnah" directed by Jamil Dehlavi?
(A) N. Wadia (B) Ben Kingsley
(C) Christopher Lee✓
(D) Peter O Togle

26. The Oscar Award winning film 'Slumdog Millionaire" is based on the book "Q and Q" written by:
(A) Hanif Qurershi (B) Shashi Tharor
(C) Vikas Swarup✓ (D) Manesh Bahi

27. What was the real name of the famous Pakistani actor Santosh Kumar?
(A) Nazir Baig
(B) Syed Mushtaq Rizvi
(C) Syed Musa Raza✓ (D) Younus Khan

28. Climate Change Conference COP21 was held in Paris. Where was COP20 held?
(A) Lima✓ (B) Kyoto
(C) Montreal (D) New York

29. Which of the following species is endemic to Pakistan?
(A) Indus River Dolphins✓
(B) Snow Leopards
(C) Gypsy Vultures
(D) Houbara Bustard

30. Which animals are most illegally traded in the world?
(A) Elephants (B) Rhinoceros
(C) Pangolins✓ (D) Turtles

31. Reshma was a legendary folk singer of Pakistan. She died of cancer in Lahore in:
(A) Nov. 2013✓ (B) Nov. 2012
(C) Jan. 2009 (D) Dec. 2014

32. Famous TV drama "Waris" was written by?
(A) Atta-ul-Haq Qasmi
(B) Dr. Anwar Sajjad
(C) Amjad Islam Amjad✓
(D) Younis Butt

33. What was the rank of former Foreign Minister, Gohar Ayub Khan, when he left the Army?
(A) Captain✓ (B) Major
(C) Colonel (D) Brigadier

34. Who was the American Ambassador who died along with President Zia-ul-Haq, in plane crash in 1988?
(A) Tom Simon
(B) Robert M Samuel
(C) Arnold Backer
(D) Arnold Lewis Raphel

35. Kamran Baradari is one of the oldest Mughal monuments and located in Lahore. Who exactly was Kamran?
(A) Brother of Queen Noorjahan
(B) Son of Babar / step brother of Humayun✓
(C) First husband of Noorjahan
(D) Brother of Sher Shah Suri

36. The youngest son of Maharaja Ranjit Singh was elevated as Maharaja at a tender age of about 5 years. What was his name?
(A) Naunahal Singh (B) Kharrak Singh
(C) Daleep Singh✓ (D) Langa Singh

37. Khudadad Khan was the first South Asian soldier in the British Army to receive the highest military award for gallantry, the Victoria Cross, during the First World War. In which country was the fighting where he performed the act of bravery, which earned him the Victoria Cross?
(A) France (B) Austria
(C) Belgium✓ (D) Netherlands

38. Deosai National Park is remarkable as it is one of the highest plateaus in the world with an average elevation of 4,114 meters. In which region of Pakistan is it located?
(A) Balochistan
(B) Potohar-Punjab
(C) Gilgit Baltistan✓
(D) Khyber Pakhtunkhwa

39. G.T. Road is one of the main highways of Pakistan. What does G.T stand for?
(A) General Traffic
(B) Grand Trunk✓
(C) General Turner (D) None of these

40. How many administrative divisions

are there in Punjab?
(A) 8 (B) 6
(C) 3 (D) 9✓

41. Which one of the following districts of Punjab has the lowest population density?
(A) Dera Ghazi Khan✓
(B) Layyah
(C) Rajanpur (D) Bahawalpur

42. Lal Suhanra National Park is located near:
(A) Multan (B) Bahawalpur✓
(C) D.G. Khan (D) Sahiwal

43. Hingol National Park, located in Makran District, Balochistan, is famous for its:
(A) Thick forest cover|
B) Archeological sites✓
(C) Mud (D) All of these

44. Falkland Islands of the Malvinas Islands are disputed between the United Kingdom and:
(A) Brazil (B) Russia
(C) Argentina✓ (D) Peru

45. Grassland plants located in Argentina are called:
(A) Prairies (B) Downs
(C) Steppes (D) Pampas✓

46. Strait of Gibraltar connects the Atlantic Ocean with the:
(A) Pacific Ocean (B) Indian Ocean
(C) Mediterranean Sea✓
(D) None of these

47. Taj Mahal is located on the bank of river:
(A) Jamna (Yamuna)✓
(B) Ganga
(C) Nerbada (D) Brahmaputra

48. The capital of Kosovo is:
(A) Zagreb (B) Pristina✓
(C) Sarajevo (D) Bratislava

49. Usain Bolt holds the world record in 100 meters race. To which country does he belong to?
(A) Barbados (B) Jamaica✓
(C) USA (D) Kenya

50. Detroit, USA is associated with _______ Industry.
(A) Automobile✓ (B) Computer
(C) Toys (D) Electronics

51. Faiz Ahmad Faiz was awarded Lenin Peace Prize in 1962. In which year did Abdul Sattar Edhi receive the Lenin Peace Prize?
(A) 1988✓ (B) 1990
(C) 1992 (D) 1995

52. Who said "Right is a reasonable claim recognized by the society and enforced by the state."
(A) Laski (B) Bosanquet✓
(C) Green (D) Marx

53. Who among the following argues that the fault lines of civilization are the breeding grounds of conflicts in the 21st century?
(A) Francis Fukuyama
(B) Samuel Huntington✓
(C) Henry Kissinger
(D) Nelson Mandela

54. The "Zero Sum Game" as employed by the supporters of 'game theory" assumes that:
(A) The loss of one party is the gain of the other party
(B) The loss of one party is the loss of the other party as well
(C) The gain of one party is the gain of the other party
(D) The gain or loss of one party has nothing to do with the gain or loss of the other party✓

55. Zagreb is the capital of:
(A) Bosnia (B) Kosovo
(C) Croatia✓ (D) Serbia

56. Maslow's "Needs Hierarchy" theory relates to:
(A) Motivation✓ (B) Leadership
(C) Communication
(D) Upward mobility

57. Who said "man is by nature a political animal"?
(A) Winston Churchill (B) Karl Marx
(C) Aristotle✓ (D) Plato

58. During the British rule, the only British King to visit India and hold his Darbar was:
(A) Edward VII (B) George V✓
(C) James II (D) Edward

59. Ramsar Convention provides a framework for national action and international cooperation for conservation and wise use of wetlands. The Convention was adopted in 1971 in Ramsar, which is a city located in:
(A) Iran✓ (B) Egypt
(C) Morocco (D) Iraq

60. "Facebook" is one of the most poplar social networking service. When was it launched?
(A) 1998 (B) 2000
(C) 2003 (D) 2004✓

61. Famous Urdu poet Mustafa Zaidi was by profession a:
(A) University Professor
(B) Businessman
(C) Lawyer
(D) Civil Servant✓

62. Article 257 of the Constitution relates specifically to Jammu and Kashmir. According to the Article when the people of Jammu and Kashmir accede to Pakistan then:
(A) They shall become citizens of independent Kashmir
(B) Kashmir shall become a province of Pakistan
(C) People of Kashmir shall determine the relationship between the state and Pakistan✓
(D) Kashmir shall become an autonomous region

63. The first battle of Panipat was fought between:
(A) Alexander and Porus
(B) Babar and Ibrahim Lodhi✓
(C) Babar and Rana Sanga
(D) Humayun and Sher Shah Suri

64. India tested its first nuclear device on:
(A) 15 May 1972 (B) 15 May 1974✓
(C) 11 May 1998 (D) 20 May 1999

65. HDI (Human Development Index) as an indicator of the well-being of a country, was the brainchild of:
(A) Amartya Sen
(B) Muhammad Yunas
(C) M.B. Lodhi
(D) Mahboob-ul-Haq✓

66. Zimbabwe was earlier known as:
(A) Southern Rhodesia✓
(B) Gold Coast
(C) Salisbury (D) Southern Land

67. Which public holiday is celebrated in

the USA on 4 July every year?
(A) Constitution Day (B) Independence Day✓
(C) Blacks Day (D) New Deal

68. Which country in the Middle East is the Hashemite Kingdom?
(A) Jordan✓ (B) Kuwait
(C) Syria (D) Yemen

69. Which body of people is sometimes referred to as the "Fourth Estate"?
(A) Judiciary (B) Executive
(C) The Press✓ (D) Senate

70. "Kindergarten" refers to?
(A) A nursery school✓
(B) A small garden
(C) A children playground
(D) A children's ward in hospital

71. What did Burma change its name to in 1989?
(A) Myanmar✓ (B) Rangoon
(C) Yangoon (D) Naypyidaw

72. What is meant by "cock and bull story"?
(A) True story (B) A lengthy tale
(C) Story told by an idiot
(D) An unbelievable tale✓

73. Rule of thumb means:
(A) Mark of thumb on a legal paper
(B) An easily applied procedure for making a determination✓
(C) An easy choice
(D) An unknown rule

74. Renaissance movement started firstly in:
(A) France (B) Italy✓
(C) United Kingdom (D) Sweden

75. GDP stands for:
(A) Gross Daily Product
(B) Gross Domestic Product✓
(C) Gross Domestic Purchase
(D) Gross Daily Purchase

76. The capital of Tajikistan is:
(A) Dodoma (B) Dushanbe
(C) Astana✓ (D) Tashkent

77. World Water Day is celebrated on:
(A) 22nd March✓ (B) 22nd June
(C) 22nd July (D) 22nd April

78. One who is capable of dealing with many subjects is called:
(A) Genius (B) Intellectual
(C) Versatile✓ (D) Vulnerable

79. What is the one word substitution for a person who is unable to pay his debt?
(A) Poor (B) Vagabond
(C) Solvent (D) Insolvent✓

80. The Great Persian Empire was founded by:
(A) Darius-I
(B) Raza Shah Pehlvi
(C) Cyrus the Great✓
(D) Shah Abbas

81. The palace of Persepolis in Iran was destroyed in 331 B.C. by:
(A) A flood
(B) Alexander the Great✓
(C) Genghis Khan (D) Ottoman Turks

82. The palace of King Nebuchadnezzar was situated in the city of:
(A) Nineveh (B) Babylon✓
(C) Khorasan (D) Khums

83. The world famous "Golden Gate Bridge" is situated in:
(A) London (B) Paris
(C) San Francisco✓ (D) Sydney

84. "The Last Supper", a famous Renaissance painting was the masterpiece of:
(A) Titan (B) Michelangelo
(C) Leonardo da Vinci✓
(D) Raphael

85. The International secretariat of Amnesty International is situated in:
(A) New York (B) London✓
(C) Geneva (D) Paris

86. Which is called the "Land of the Midnight Sun"?
(A) Denmark (B) Belgium
(C) Norway✓ (D) Canada

87. Wimbledon, known for lawn tennis courts, is in:
(A) New York (B) London✓
(C) Washington (D) Geneva

89. Britain's highest military award is:
(A) Victoria Cross✓ (B) Iron Cross
(C) Military Cross
(D) Medal of Honour

90. The book "A Farewell to Arms" was written by:
(A) Ernest Hemingway✓
(B) Charles Dickens
(C) Huxley (D) Thomas...

The oldest monarchy in the world is that of:
(A) Japan✓ (B) Nepal
(C) UK
(D) Kingdom of Saudi Arabia

The 1st satellite was launched by:
(A) France (B) USSR✓
(C) Japan (D) UK

Which of the following agencies related to UNO was in existence before the World War II?
(A) WHO (B) FAO
(C) ILO✓ (D) IMF

The first SAARC Summit was held at:
(A) New Delhi (B) Dhaka✓
(C) Islamabad (D) Male

Which is called "Key to the Mediterranean"?
(A) Gibraltar✓ (B) Egypt
(C) Morocco (D) Tunisia

Which of the following is known as "Land of White Elephants"?
(A) Netherlands (B) Indonesia
(C) Thailand✓ (D) Belgium

"Hansard" is the official verbatim report of the:
(A) British Parliament✓
(B) US Parliament
(C) Swiss Parliament
(D) Indian Parliament

Who said, "Better to reign in Hell than serve in Heaven?"
(A) Milton✓
(B) William Shakespeare
(C) Tennyson
(D) William Wordsworth

Vasco de Gama was the native of:
(A) United Kingdom (B) Portugal✓
(C) Spain (D) Greece

100. Which country is separated from Ethiopia by the Red Sea?
(A) Jordan (B) Iraq
(C) Kuwait (D) Yemen✓

101. The term paper gold is associated with:
(A) Deficit budgeting
(B) Special drawing rights in International monetary system✓
(C) Special facility for World Bank
(D) Gold standard

102. Income that is saved and not invested is known as:
(A) Capital (B) Deposit✓
(C) Hoarding (D) None of these

103. European Union consists of:
(A) 20 members (B) 28 members✓
(C) 30 members (D) 25 members

104. KGB was the national security agency of:
(A) Socialist Federal Republic of Yugoslavia
(B) UK
(C) Ukraine
(D) Soviet Union✓

105. Who was the surgeon who pioneered antiseptic surgery in 1865?
(A) Edward Jenner (B) Joseph Lister✓
(C) Henry William (D) John Sleeman

106. "Stare decisis" is essentially the doctrine of:
(A) National security (B) Precedent✓
(C) Strategic depth (D) Rule of law

107. Which country is the largest producer of platinum?
(A) South Africa✓ (B) USA
(C) Russia (D) Canada

108. The country traditionally known for its neutrality?
(A) Sweden (B) Switzerland✓
(C) France (D) China

109. Which is the sport most commonly associated with Spain?
(A) Football
(B) Bull Fighting✓
(C) Archery (D) Baseball

110. London is situated on the bank of river?
(A) Tyne (B) Seine
(C) Thames✓ (D) Cam

111. The headquarters of OPEC countries is at:
(A) Vienna✓ (B) Jakarta
(C) The Hague (D) Berlin

112. The only Hindu State in the world is:
(A) Sri Lanka (B) Nepal✓
(C) Bhutan (D) India

113. In which year, UNO was established?
(A) 1944 (B) 1945✓
(C) 1946 (D) 1935

114. Which continent has no desert?
(A) Australia (B) Europe✓
(C) Asia (D) Africa

115. Which Pakistani poet got 'Lenin Prize'?
(A) Habib Jalib (B) Ahmad Faraz
(C) Faiz Ahmad Faiz✓
(D) None of these

116. When RCD (Regional Cooperation for Development) was replaced by ECO (Economic Cooperation Organization)?
(A) 1982 (B) 1985✓
(C) 1986 (D) 1990

117. Inflation means that:
(A) Money falls in value
(B) Rises in value✓
(C) Money becomes scarce
(D) None of these

118. Who among the following is associated with the Theory of Laissez Faire?
(A) Adam Smith✓ (B) Marshal
(C) Keynes (D) Max Muller

119. America's Cup is associated with which of the following sports?
(A) Sailing✓ (B) Hockey
(C) Canoeing (D) Tennis

120. Which of the following archeological sites, was discovered in 1955?
(A) Kot Diji✓ (B) Mohenjo-Daro
(C) Harappa (D) Taxila

121. Which of the following glaciers is located in Karakoram Range?
(A) Siachin (B) Hispar
(C) Biafo (D) All of these✓

122. The 'Babusar Pass" connects:
(A) Abbottabad and Gilgit
(B) Chitral and Gilgit✓
(C) Gilgit and Hunza (D) Swat and Dir

123. Which of the following fort was built by Mughal Emperor Zaheer-ud-Din Babar in the 16th century A.D?
(A) Bala Hissar, Peshawar✓
(B) Rohtas Fort, Jhelum
(C) Ranikot Fort, Hyderabad
(D) Attock Fort, Attock

124. Which of the following districts of Balochistan contains huge deposits of copper?
(A) Loralai (B) Sibbi
(C) Khuzdar (D) Chaghi✓

125. Pakistan's first nuclear power plant was setup at Karachi in 1974 with the assistance of:
(A) China (B) ...ance
(C) Canada✓ (D) North Korea

126. The only national elections held on non-party basis were in:
(A) 1977 (B) 1985✓
(C) 1988 (D) 1990

127. Who is considered the first poet of Punjabi language?
(A) Bulleh Shah
(B) Baba Farid Ganj Shakr✓
(C) Ghulam Farid (D) Sultan Bahu

128. 'Karakoram Highway' in Pakistan is of:
(A) 730 km (B) 804 km✓
(C) 1170 km (D) 1230 km

129. Cawnpur Mosque tragedy had taken place in:
(A) 1909 (B) 1910
(C) 1913✓ (D) 1915

130. "Mast Tawakil" was a promine... of:
(A) Balochi✓ (B) Pushto
(C) Sindhi (D) Saraiki

131. Which of the following dams is situated at the highest altitude?
(A) Wali Tangi Dam✓ (B) Tanda Dam
(C) Khanpur Dam (D) Warsak Dam

132. Archaeological site "Bhambore" is located in the district of:
(A) Khairpur✓ (B) Dadu
(C) Larkana (D) Thatta

133. Hazrat Baha-ud-Din Zakariya was a prominent sufi saint of:
(A) Suhrawardia order✓
(B) Naqshbandia order
(C) Chistia order (D) Qadiria order

134. Which was the first missile launched by Pakistan?
(A) Hatf✓ (B) Anza
(C) Ghauri (D) Shaheen

135. Pakistan Aeronautical Comple... Kamra was completed w... financial and technical assistan...
(A) USA (B) C...
(C) France
(D) None of these✓

136. The largest desert of th... Pakist...
(A) Thar✓ (B) ...
(C) Cholistan (D) Kharan

137. The oldest barrage on Indus River is:
(A) Guddu Barrage
(B) **Sukkur Barrage✓**
(C) Ghulam Muhammad Barrage
(D) Taunsa Barrage

138. Pakistan joined World Trade Organization (WTO) in:
(A) 1994 (B) **1995✓**
(C) 1997 (D) 2000

139. The National Animal of Pakistan is:
(A) Horse (B) Deer
(C) Dolphin (D) **Markhor✓**

140. The Federally Administered Tribal Areas (FATA) consist of:
(A) Five Agencies (B) Six Agencies
(C) **Seven Agencies✓**
(D) Eight Agencies

141. Which of the following institutions was first introduced in the 1973 Constitution?
(A) National Finance Commission
(B) National Economic Council
(C) Council of the Common Interests
(D) **All of the above✓**

142. On September 9, 1958, Pakistan acquired Gwadar from:
(A) **Oman✓** (B) Bahrain
(C) Iran (D) None of these

143. Pakistan China Boundary Agreement was signed on:
(A) February 6, 1961
(B) **March 3, 1963✓**
(C) March 27, 1965 (D) June 3, 1967

144. Which public holiday is celebrated in the USA on 4 July every year?
(A) New Deal (B) Constitution Day
(C) **Independence Day✓**
(D) Black Day

145. Which country in the Middle East is the Hashemite Kingdom?
(A) Kuwait (B) **Jordan✓**
(C) Egypt (D) Syria

146. Which body of people is sometimes referred to as 'the Fourth Estate"?
(A) Senate (B) Judiciary
(C) Executive (D) **The Press✓**

147. "Kindergarten" refers to?
(A) A children's ward in hospital
(B) **A nursery school✓**
(C) A small garden
(D) A children's playground

148. The Great Persian Empire was founded by:
(A) Shah Abbas (B) Darius-I
(C) Raza Shah Pehlvi (D) **Cyrus the Great✓**

149. The place of Persepolis in Iran was destroyed in 331 B.C. by:
(A) Ottoman Turks (B) A flood
(C) **Alexander the Great✓**
(D) Genghis Khan

150. Mount Logan is the highest peak in which country?
(A) Cuba (B) **Canada✓**
(C) Portugal (D) Russia

151. In which State of U.S.A is the Harvard University?
(A) Florida (B) California
(C) **Massachusetts✓** (D) New York

152. Who among the following is associated with the Theory of Laissez Faire?
(A) Max Muller (B) **Adam Smith✓**
(C) Marshal (D) Keynes

153. America's Cup is associated with which of the following sports?
(A) Tennis (B) **Sailing✓**
(C) Hockey (D) Canoeing

154. Which of the following archaeological sites, was discovered in 1955?
(A) Taxila (B) **Kot Diji✓**
(C) Mahenjo Daro (D) Harappa

155. Which of the following glaciers is located in Karakoram Range?
(A) Biafo (B) Siachin
(C) Hispar (D) **All of the above✓**

156. The letters in the Urdu language are:
(A) 42 (B) 27
(C) **37✓** (D) 39

157. Which of the following countries has the largest area in the world?
(A) China (B) Canada
(C) U.S.A (D) **Russia✓**

158. Which of the continents has the lowest population growth rate?
(A) Asia (B) **Europe✓**
(C) North America (D) Africa

159. Horticulture is the:
(A) Growing of bushes
(B) **Cultivation of flowers and fruits✓**
(C) Growing of small plants

(D) Cultivation of spices

160. "Dasht-e-Lut" desert is located in:
(A) Iran✓ (B) China
(C) Libya (D) Iraq

161. A country which has no coastline is called:
(A) Landlord Country (B) Balkan Country
(C) Landlocked Country✓
(D) Protectorate Country

162. Which of the following mountains separates Asia from Europe?
(A) Atlas Mountains (B) Ural Mountains✓
(C) Hindukush Mountains
(D) Alps Mountains

163. Formosa is the old name of:
(A) Bangkok (B) Cambodia
(C) Rhodesia (D) Taiwan✓

164. Pakistan purchased Gwadar from:
(A) Qatar (B) Saudi Arabia
(C) Iran (D) Oman✓

165. London is situated on the bank of river:
(A) Thames✓ (B) Delaware
(C) Nile (D) None of these

166. The largest ocean of the world is:
(A) Pacific Ocean✓ (B) Indian Ocean
(C) Arctic Ocean (D) None of these

167. Which of the following sea separates Asia from Africa?
(A) Red Sea✓ (B) Arabian Sea
(C) Yellow Sea (D) None of these

168. Baglihar Dam is constructed in Occupied Kashmir on river:
(A) Ravi (B) Indus
(C) Jhelum (D) Chenab✓

169. Pakistan's peacekeeping forces served under United Nations for the first time in:-
(A) Kosovo (B) Sudan
(C) Somalia (D) Congo✓

170. Smallest country in Central Asia is:
(A) Turkmenistan (B) Tajikistan✓
(C) Kazakhstan (D) Uzbekistan

171. Which of the following countries has the largest number of airports?
(A) USA✓ (B) India
(C) UK (D) China

172. "Easy Jet" is the airline of:
(A) Turkey (B) UK✓
(C) Malaysia (D) Spain

173. The name United Nations was coined by:
(A) Austin Mills (B) Stalin
(C) F.D. Roosevelt✓ (D) Winston Churchill

174. Organization of Islamic Cooperation (OIC) was established in:
(A) 1973 (B) 1967
(C) 1969✓ (D) 1971

175. When the stock market is going down, it is called:
(A) Bearish✓ (B) Bullish
(C) Crashing (D) Slumberous

176. "Diego Garcia" is United States 'Naval Base' in:
(A) Atlantic Ocean (B) Pacific Ocean
(C) Arctic Ocean (D) Indian Ocean✓

177. "No dynasty lasts more than three generations" is the theory of:
(A) Polybius (B) Imam Ghazali
(C) Herodotus (D) Ibn-e-Khaldun✓

178. After U.S, which country is the second largest arms seller in the world?
(A) Germany (B) Britain
(C) Russia✓ (D) France

179. A condominium is:
(A) A particular territory over which joint dominion is exercised by two or more external powers✓
(B) A state of chaos
(C) A state enjoying dominion status
(D) A state with a federal form of government

180. A vassal state is:
(A) A state which is a member of the Commonwealth
(B) One which is completely under the suzerainty of another state✓
(C) A protectorate
(D) None of the above

181. Pinpoint the world's oldest democratic country.
(A) France (B) United States
(C) Great Britain (D) Greece✓

182. Identify the wrong statement.
(A) Liver secretes bile
(B) Pancreas secretes insulin
(C) Mammary glands secrete milk

(D) Lachrymal glands secrete saliva✓

183. **What is 'Scotland Yard'?**
(A) A museum of natural history in U.K.
(B) Royal family's graveyard in England
(C) British Criminal Investigation Department✓
(D) A palace of British Queen in Scotland

184. **"Bay of Biscay" is situated between:**
(A) Estonia and Latvia
(B) France and Spain✓
(C) Sweden and Finland
(D) Italy and Greece

185. **The world's smallest state by area is:**
(A) Nauru (B) Monaco
(C) San Marino **(D) Vatican City✓**

186. **Which city is the oldest inhabited capital in the world?**
(A) Tehran (B) Cairo
(C) Damascus✓ (D) Athens

187. **'Temple Trees' is an official residence of the:**
(A) Prime Minister of Sri Lanka✓
(B) King of Nepal
(C) King of Bhutan (D) President of Maldives

188. **The famous oil painting "Mona Lisa" is the creation of:**
(A) Florence Nightingale
(B) Leonardo da Vinci✓
(C) Pablo Picasso (D) None of the above

189. **"Transworld Airways" is an airline of:**
(A) Russia (B) U.K.
(C) France **(D) USA✓**

190. **Which of the following country's parliament is called 'Cortes'?**
(A) Germany (B) Canada
(C) Norway **(D) Spain✓**

191. **The first international organization was:**
(A) League of Nations✓ (B) United Nations
(C) Commonwealth Organization
(D) None of the above

192. **Three Persian Gulf islands, Abu Mussa, The Greater and Lesser are disputed between:**
(A) Qatar and Bahrain (B) Iran and Iraq
(C) Iran and U.A.E.✓ (D) Iraq and Kuwait

193. **Pope Benedict, the religious leader of Roman Catholic Church belongs to:**
(A) Poland (B) Britain
(C) Germany✓ (D) France

194. **Which of the following countries first introduced paper currency in the world?**
(A) France (B) US
(C) Greece **(D) China✓**

195. **The world's largest copper producer is:**
(A) Russia (B) China
(C) Chile✓ (D) Brazil

196. **"Lion" is the national emblem of:**
(A) Belgium (B) Sri Lanka
(C) Norway **(D) All of the above✓**

197. **The game of 'Hockey' was originated from:**
(A) Greece (B) Pakistan
(C) England✓ (D) Australia

198. **What is "Jingoism"?**
(A) Promotion of peace in the world
(B) Political philosophy of state control over all means of production
(C) Injustice done to the poor segment of society
(D) Extreme nationalism and patriotism✓

199. **The world's most populous city is:**
(A) Tokyo✓ (B) Mexico City
(C) Beijing (D) New York

200. **The longest reigning monarch of the present world is:**
(A) The King of Sweden
(B) The King of Japan✓
(C) The King of Bhutan
(D) The King of Thailand

201. **"Order of the Rising Sun" is the highest military award of:**
(A) UK **(B) Japan✓**
(C) USA (D) Norway

202. **According to Global Dynamism Index (GDI), the world's most dynamic economy is of: -**
(A) Germany (B) America
(C) China **(D) Australia✓**

203. **Which country's economic growth rate is fastest at present?**
(A) Chile (B) Argentina

(C) China✓ (D) India

204. "A Tale of Two Cities" is a famous novel of:
(A) D.H. Lawrence (B) **Charles Dickens**✓
(C) Leo Tolstoy (D) None of these

205. "Taipei" is the capital of: -
(A) Taiwan✓ (B) North Korea
(C) South Korea (D) Cambodia

206. Eiffel Tower is located in:
(A) Rome (B) London
(C) Paris✓ (D) New York

207. The largest number of women received Nobel Prize in the category of:
(A) Physics (B) Peace
(C) Medicine (D) **Literature**✓

208. Non-Aligned Movement (NAM) was started in:
(A) 1961✓ (B) 1979
(C) 1960 (D) 1982

209. The headquarters of International Labour Organization (ILO) is located in:
(A) Rome (B) **Geneva**✓
(C) Paris (D) New York

210. The theory of 'Clash of Civilizations' was presented by:
(A) Samuel P. Huntington✓
(B) Francis Fukuyama
(C) Michael W. Doyle
(D) Fouad Ajmi

210. The world's largest natural gas deposits are in:
(A) Brazil (B) US
(C) Russia✓ (D) China

211. "Petra" is the news agency of:
(A) Qatar (B) Poland
(C) Syria (D) **Jordan**✓

212. **Britain's secret intelligence service is called:**
(A) MI6✓ (B) Mossad
(C) KGB (D) BIA

213. **In chronological order, which of the following personalities comes first?**
(A) Epicurus (B) Plato
(C) Aristotle (D) **Socrates**✓

214. **Israel snatched 'Golan Heights' in 1967 from:**
(A) Syria✓ (B) Egypt
(C) Lebanon (D) Jordan

215. **"Alexandria" is the seaport of:**
(A) **Egypt**✓ (B) Greece
(C) Iraq (D) Syria

216. **The largest among the following is:**
(A) A Solar System (B) **Galaxy**✓
(C) The Earth (D) The Sun

217. **'McMahon Line' is a boundary between:**
(A) China and Nepal (B) Germany and Poland
(C) India and Nepal (D) **China and India**✓

218. **The world's oldest National Anthem is of:**
(A) **Japan**✓ (B) China
(C) Iran (D) Greece

219. **Which of the following international organization has no headquarters?**
(A) D-8 (B) GCC
(C) OAU (D) **G-8**✓

220. **The world's oldest written language is:**
(A) Latin (B) **Chinese**✓
(C) Japanese (D) Cambodian

221. **The world's largest mammal is:**
(A) **Whale**✓ (B) Tiger
(C) Camel (D) Giraffe

222. **Freetown is the capital of:**
(A) Uganda (B) **Sierra Leone**✓
(C) Senegal (D) Rwanda

223. **Which one is not the official language of United Nations?**
(A) Russian (B) Spanish
(C) Arabic (D) **German**✓

224. **"Kwacha" is the currency unit of:**
(A) Chad (B) **Zambia**✓
(C) Peru (D) Cuba

225. **The world's first international airline operated its first flight on May 17, 1920 was:**
(A) Delta (USA) (B) **KLM (Netherlands)**✓
(C) Aeroflot (Russia) (D) Lufthansa (Germany)

226. **Among the SAARC countries, the smallest by area and population is:**
(A) Sri Lanka (B) Bhutan
(C) Nepal (D) **Maldives**✓

227. **After US, the most Atomic Reactors are in:**
(A) **France**✓ (B) Russia
(C) Japan (D) UK

228. **May 31 is observed throughout the world as:**
(A) **Non Smoking Day✓**
(B) Environment Day
(C) Human Rights Day
(D) Press Freedom Day

229. **The world's largest wool producing country is:**
(A) South Africa (B) China
(C) Russia (D) **Australia✓**

230. **Serena Williams is a famous player of:**
(A) Badminton (B) Basketball
(C) **Tennis✓** (D) Athletics

231. **Senkaku Island is disputed between:**
(A) Russia and Japan (B) China and Japan
(C) **China and South Korea✓**
(D) Japan and South Korea

232. **The painter of Mona Lisa was:**
(A) Henry Smith (B) **Leonardo da Vinci✓**
(C) F.A. Bartholdi (D) None of these

233. **The length of the M6 D.G. Khan to Kakkar Motorway is:**
(A) 491km (B) **67 km✓**
(C) 437 km (D) None of these

234. ***Shahnama-i-Islam* was written by:**
(A) **Hafeez Jallundhri✓**
(B) Firdausi
(C) Sir Syed Ahmad Khan (D) None of these

235. **Headquarter of World Health Organization is located in:**
(A) Paris (B) **Geneva✓**
(C) Vienna (D) None of these

236. **M-8 Motorway is from:**
(A) **Ratodero to Gwadar✓**
(B) Ratodero to Karachi
(C) Ratodero to Sukkar (D) None of these

237. **Which is the longest Motorway in Pakistan?**
(A) M9 (B) M5
(C) M2 (D) **M8✓**

238. **Pisa Tower is located in:**
(A) Poland (B) Germany
(C) **Italy✓** (D) France

239. **Hezbollah, an Islamic party of Lebanon was established in:**
(A) 1987 (B) 1978
(C) 1980 (D) **1982✓**

240. **The capital of Cyprus is:**
(A) Valetta (B) **Nicosia✓**
(C) Zagreb (D) None of these

241. **Headquarter of Food and Agriculture Organization (established in 1945) is located in:**
(A) Vienna (B) **Rome✓**
(C) Geneva (D) None of these

242. **Rohtas Fort was constructed by (on Sher Shah's order):**
(A) Raja Bir Mal (B) **Todar Mal✓**
(C) Hari Krishan (D) Raja Ram Das

243. **Strait of Bosphorous connects:**
(A) **Black Sea and Sea of Marmara✓**
(B) Black Sea and Red Sea
(C) Black Sea and Baltic Sea
(D) None of these

244. **Which of the following regions of the world is most thickly populated?**
(A) North and South America
(B) East Asia
(C) **South Asia✓** (D) North-West Europe

245. **Damascus is situated on the bank of:**
(A) **Barada River✓** (B) Rhine River
(C) Nile River (D) None of these

246. **Paris is situated on the bank of:**
(A) Rhine River (B) **Seine River✓**
(C) Spree River (D) None of these

247. **The foreign phrase *De facto* means:**
(A) Argument against
(B) Rightful
(C) **In fact✓** (D) None of these

248. **Mt. Arartat is the longest peak of:**
(A) Chile (B) Britain
(C) North Korea (D) **Turkey✓**

249. **Dome of Rock is located in:**
(A) Iraq (B) **Jerusalem✓**
(C) Lebanon (D) Jordan

250. **Abyssinia is the old name of which of the following countries?**
(A) Ceylon (B) Malaya
(C) **Ethiopia✓** (D) Rhodesia
(A) Elbe (B) Ottawa
(C) **Angora✓** (D) Avon

252. **Who is the founder of Taoism?**
(A) Hung Fe (B) Lun Yu
(C) **Tao-te-Cheng✓** (D) Lao-tse

Pakistan Studies:

Pakistan Basic Facts

Official Name	Islamic Republic of Pakistan
Father of the Nation	Quaid-i-Azam Muhammad Ali Jinnah
President	Dr. Arif Alvi (9.9.2018)
Prime Minister	Imran Khan (18.8.2018)
Capital	Islamabad
Area	796,096 sq. km. (307,374 sq. mi) Punjab 205,345 Sindh 140,914 Khyber Pakhtunkhwa 74,521 Balochistan 347,190 Federally Administered Tribal Areas 27,220 Islamabad(Capital) 906
Population	212.72 million (2019)
Ethnic Composition	96.4% Muslims, 3.6% Other Minorities (Hindus, Christians, Sikhs, Ahmadis, Buddhists, Kalash, Bahais, Zoroastrians, Atheists etc.)
Per Capita Income	US$ 1641 (2019)
Currency	Pak Rupee
Exports	Cotton, textile goods, rice, leather items, carpets, sports goods, fruits, handicrafts, sea food (Fisheries)
Imports	Industrial equipment, vehicles, iron ore, petroleum, edible oil
Languages	Urdu (National language), English (Official) & other Languages include: Sindhi, Punjabi, Balochi, Pushto, Hindku, Kashmiri, Potohari, Brahvi, Balti, Seraiki, Shina, etc.
Languages Percentage	Punjabi = 48% Sindhi = 12% Seraiki = 10% Urdu = 8% Pushto = 8% Balochi = 3% Hindku = 2% Brahvi = 1% English & Other Languages = 8% [A total of 77 languages are spoken in Pakistan 72 of them are ancient local languages. 35% of languages face multi-natural threats of extinction)]
Literacy Rate	62 (2019)
Government	Parliamentary form
Parliament	It consists of two Houses i.e., the Senate (Upper House) and the National Assembly (Lower House). The Senate is a permanent legislative body and symbolises a process of continuity in the national affairs. It consists of 104 members. The four Provincial Assemblies, Federally Administered Tribal Areas (FATA) and Federal Capital form its electoral college. The National Assembly comprises of a total number of 342 seats.

	out of which 272 are general, 60 reserved for women and 10 non-Muslim seats.
Federal Ombudsman	Also called "Wafaqi Mohtasib" with its Headquarters in Islamabad and Regional Offices in Lahore, Sukkur, Quetta, Faisalabad, Multan, Dera Ismail Khan, Peshawar and Karachi. Federal Ombudsman started functioning on 8th August, 1983.
Pakistan National Flag	Dark green with a white vertical bar, a white crescent and a five-pointed star in the middle. The flag symbolises Pakistan's profound commitment to Islam and Islamic world.
National Anthem	Approved in June 1954 Verses composed by Abul Asar Hafeez Jullundhri. Tune Composed by: Ahmed G. Chagla. Duration: 80 seconds
Coastline	1046 km (650 m)
National Tree	Cedrus Deodara (Deodar)
National Dress	Shalwar Kameez
National Juice	Sugarcane Juice
National Sweetmeat	Gulab Jaman
National Bird	Chukor
National Mammal	Indus River Dolphin
National Slogan	Pakistan Zinda Bad
National Game	Hockey
National Poet	Allama Iqbal
National Animal	Markhor
State Emblem	The State Emblem consists of: The crescent and star which is symbol of Islam. The shield in the centre shows four major crops. Wreath surrounding the shield represents cultural heritage. Scroll contains Quaid's motto: Unity, Faith, Discipline.
National Flower	Jasmine
National Fruit	Mango (Summer), Guava (Winter)
Flora	Pine, Oak, Poplar, Maple, Mulberry
Fauna	The Pheasant, Leopard, Deer, Ibex, Chinkara, Black Buk, Neelgai, Markhor, Marcopolo Sheep, Green turtles, River and Sea Fish, Crocodile, Water Fowls
Popular Games	Cricket, Hockey, Football, Billiards, Snooker, Volleyball, Tennis, Badminton, Kabbadi, Wrestling
Tourist Resorts	Murree, Quetta, Hunza, Ziarat, Swat, Kaghan, Chitral, Gilgit, Skardu, Kalam, Naran, Khyber Pass, Lahore, Islamabad, Neelam Valley, Shandur Pass, Shangrila, Kalash
Archaeological Sites	Moenjodaro, Harappa, Taxila, Kot Diji, Mehrgarh, Thatta, Amri, Rehman Dhen, Soan Valley, Rohtas Fort
Major Cities	Islamabad, Karachi, Lahore, Peshawar, Quetta, Rawalpindi, Hyderabad, Multan, Sialkot, Faisalabad, Gujranwala, Sukkur, Gujrat, Bahawalpur, Gilgit.
Agriculture	Major crops are cotton, wheat, rice and sugarcane
Total Cropped Area	22.14 million hectares
Industry	Textiles, cement, fertiliser, steel, sugar, electric goods, shipbuilding

Chambers of Commerce & Industry	37
Energy	Major sources: Oil, Coal, Hydel, Thermal, Nuclear and Liquid Petroleum Gas WAPDA's total installed power generating capacity: 22,797 MW CNG Stations: 3331
Health	Hospitals: 1207, Dispensaries: 5,382 Doctors (registered): 1,67,759 Dentists (registered): 13,716 Nurses (registered): 86,183
Education	Primary schools: 1,63,000 Middle schools: 41,456 High schools: 24,822 Arts & science colleges: 1,500 Professional colleges: 161 Universities: 203 (2014)
Transport & Communication	Total length of roads: 2,63,775 km Pakistan Railways network: 7,791 km Railway stations: 781 Pakistan International Airlines: Covers 30 international and 23 domestic stations. Major Airports: 13 - Islamabad, Karachi, Lahore, Quetta, Peshawar, Rahim Yar Khan, Sialkot, Multan, Faisalabad, Gwadar, Bahawalpur, Turbat, DG Khan.
Seaports	International : 3 - Karachi, Gwadar and Bin Qasim Domestic: 2 - Minora and Pasni
Communications	Post offices: 13,000, telephone connections: 7.38 million, public call offices: 10,000, mobile phone connections: 15 crore 70 lac. Mobile Phone users: 7 crore.
Employment	Total labour force: 52.7 million, Agriculture Sector: 45.1%, Manufacturing & Mining Sector: 13%, Others: 41.9%
Media	*a. Print Media* Dailies: 424 Weeklies: 718 Fortnightlies: 107 Monthlies: 553 *b. News Agencies* APP (official) PPI & NNI (Pvt.) *c. Electronic Media* Pakistan Television: Six TV centres at Islamabad, Lahore, Peshawar, Quetta, Karachi & Multan covering 90% population. Registered TV sets: 3,759,800 Viewership: 115 million Radio Stations: Total 25, Home services in 20 languages. External services cover 70 countries in 15 languages F.M. Radio Stations: 188
Banks	**Central Bank:** State Bank of Pakistan **Other Banks:** National Bank of Pakistan, Habib Bank Ltd.,

	Muslim Commercial Bank Ltd., Allied Bank of Pakistan Ltd., First Woman Bank, Mehran Bank, Bank of Punjab, United Bank Ltd., Sindh Bank Ltd. **Specialised Banks:** Agricultural Development Bank of Pakistan, Federal Bank for Co-operatives, Industrial Development Bank of Pakistan, The Punjab Provincial Co-operative Bank, Banker's Equity and National Development Finance Corporation **First Islamic Bank:** Meezan Bank Ltd. **Islamic Banks:** 6 entire, 12 general banks, 1300 branches in 87 cities. [In 2001, Islamic banking system started in Pakistan]. **Islamic Bank Braches:** 2322 **Total Banks:** 38 **Foreign Banks:** 7 **Commercial Banks Branches:** 8,886
Micro-Finance Banks	Khushhali Bank Ltd; The First Micro-Finance Bank Ltd; Tameer Micro-Finance Bank Ltd; Pak-Oman Micro-Finance Bank Ltd; Rozgar Micro-Finance Bank Ltd; Network Micro-Finance Bank Ltd; Finca Micro-Finance Bank Ltd
Famous Mountain Peaks	K-2 (Mt. Godwin Austin): 28,250 ft/8611 m (2nd in World) Nanga Parbat : 26,660 ft./8126 m (8th in World) Gasherbrum-1: 26,470 ft/8068 m (llth in World)
Famous Mountain Passes	The Khyber Pass The Kurram Pass The Tochi Pass The Gomal Pass The Bolan Pass The Lowari Pass
Rivers	The Indus 3896 km Jhelum 825 km Chenab 1242 km Ravi 901 km Sutlej1551 km Beas (Tributary of Sutlej) 398 km
Famous Glaciers	Siachin 75 km Batura 55 km Baltoro 62 km
Deserts	Thar: (Sindh) Cholistan: (Punjab) Thal: (Punjab)
Lakes	Manchar Sindh Keenjar Sindh Hanna Balochistan Saif-ul-Maluk Khyber Pakhtunkhwa Satpara Gilgit-Baltistan Kachura Gilgit-Baltistan
Major Dams	Mangla Dam Punjab Tarbela Dam Khyber Pakhtunkhwa Warsak Dam Khyber Pakhtunkhwa
National Debt	649 1 billion rupees (Jan. 2019)

GEOGRAPHICAL LOCATION

Pakistan is an important Muslim Republic of South Asia. It is located between the latitudes of 23°30' and 36°45' north and between the longitudes of 61° and 75°31' east.

Q. ***What is the length of Pakistan's common boundaries with its neighbours?***

Ans. Pakistan shares 595 km long border with China in the north, 2252 km long border (Durand Line) with Afghanistan in the North West, 805 km long boundary with Iran in South West and 1610 km long border with India in the East. The southern border of Pakistan consists of 700 kilometres long coastline which runs along the Arabian Sea from the border of Iran in the West to the Rann of Kutch in the East.

PHYSICAL FEATURES

Pakistan is a large country. It stretches over 1600 kms north to south and about 800 kms broad east to west covering an area of 796,096 square kms. Pakistan is divided into the following six types of natural regions:

(i) The Northern Mountain Ranges
(ii) The Western Mountain Ranges
(iii) The Salt Range and Pothwar Plateau
(iv) The Baluchistan Plateau
(v) The Indus Plain
(vi) The Coastal Region

(i) The Northern Mountain Ranges

The northern mountain ranges consist of the Himalaya mountains, the Karakoram mountains and the Hindukush mountains. The Himalayas lie towards the north and have an average height of 7000 metres. Nanga Parbat is the highest peak of this range with a height of 8126 metres/26660 feet. The Karakoram mountains guard the western side of Pakistan. K-2 (8611 metres/28250 feet) is the highest peak of Karakoram mountains. Renowned Karakoram Highway which connects Pakistan with China passes through this range. The Hindukush mountains cover the North West side of Pakistan. Its major portion lies in Afghanistan.

(ii) The Western Mountain Ranges

Pakistan's western mountain ranges consist of Koh-i-Sufaid, Waziristan hills, Sulaiman mountains and Kirthar hills.

(iii) The Salt Range and Pothwar Plateau

The salt range lies on the west bank of river Jhelum and runs from Bakralla hills to the Sulaiman Range.

(iv) The Baluchistan Plateau

The Baluchistan Plateau lies west of the Sulaiman and Kirthar hills. It has an average height of 600 to 900 metres.

(v) The Indus Plain

The Indus plain consists of the belt which stretches from the salt range in the north to the Arabian Sea in the South. This plain is irrigated by the Indus River.

(vi) The Coastal Region

Pakistan shares a 700 km long coastline with the Arabian Sea.

Q. ***Which is the highest peak of Pakistan?***

Ans. K-2 is the highest peak with a height of 8611 metres/28250 feet.

Q. ***What is the Karakoram Highway?***

Ans. Karakoram Highway is the land route which connects Pakistan with China through the Karakoram mountains.

Q. ***What is the height of Nanga Parbat and Tirich Mir Peaks?***

Ans. Nanga Parbat (8126 metres/26660 feet); Tirich Mir (7700 metres/25260 feet).

Q. ***Give the location of Soan Valley.***

Ans. The Soan Valley is located in the salt range which lies between the Jhelum and Indus River in the northern Punjab.

DIVISIONS AND DISTRICTS

Politically Pakistan consists of four provinces (Punjab, Sindh, NWFP, Baluchistan), Tribal Areas and Federally Administered Area of Islamabad. The country is divided into the following 28 divisions and 118 districts. In addition, the FATA comprises of 13 Tribal Areas which cover 27220 sq. kms.

Sr.#	Province	Divisions	Districts
1.	Punjab	9	36
2.	Sindh	6	24
3.	KP	8	25
4.	Baluchistan	6	32
5.	Islamabad	-	1
Total	**PAKISTAN**	**29**	**118**

Note: *(i) On 3rd Nov. 2008, Sahiwal was made the 9th division of Punjab.*

(ii) On 26th Jan, 2009, Chiniot was made the 36th district of Punjab Province. It was inaugurated on July 1, 2009.

(iii) On 28th Jan., 2011, a new district "Torghar" was established in KP.

(iv) On 12th Oct. 2013, Sindh Government divided Thatta District into 2 parts, with the new district of "Sujawal".

(vi) Sindh Government created a new Bhambhore Division comprising Thatta, Sujawal and Badin Districts on April 24, 2014.

(i) Divisions and Districts of Punjab

Sr. No.	Divisions	Names of Districts	Total Districts
1.	Lahore	Lahore, Kasur, Sheikhupura, Nankana	4
2.	Rawalpindi	Rawalpindi, Attock, Jhelum, Chakwal	4
3.	Faisalabad	Faisalabad, Jhang, Toba Tek Singh, Chiniot	4
4.	Sargodha	Sargodha, Mianwali, Khushab, Bhakkar	4
5.	Gujranwala	Gujranwala, Sialkot, Gujrat, Narowal, Hafizabad, Mandi Bahauddin	6
6.	Multan	Multan, Vehari, Khanewal, Lodhran	4
7.	Bahawalpur	Bahawalpur, Bahawalnagar, Rahimyar Khan	3
8.	D.G. Khan	Dera Ghazi Khan, Rajanpur, Liah, Muzaffargarh	4
9.	Sahiwal	Sahiwal, Pakpattan, Okara	3
TOTAL			**36**

(ii) Divisions and Districts of Sindh

Sr. No.	Divisions	Names of Districts	Total Districts

Sr. No.	Divisions	Names of Districts	Total Districts
1.	Karachi	Karachi	1
2	Sukkur	Sukkur, Khairpur, Ghotki, Naushero Feroze	4
3.	Hyderabad	Shaheed Benazirabad, Hyderabad, Dadu, Tando Allahyar, Tando Muhammad Khan, Matiari, Jamshoro,	7
4.	Larkana	Larkana, Jacobabad, Shikarpur, Kamber Shahdadkot, Kashmore	5
5	Mirpurkhas	Mirpurkhas, Thar, Sanghar, Umerkot	4
6.	Bhambhore	Thatta, Sujawal, Badin	3
TOTAL			24

(iii) Divisions and Districts of KP

Sr. No.	Divisions	Names of Districts	Total Districts
1	Peshawar	Peshawar, Nowshehra	2
2	Kohat	Kohat, Karak, Hangu	3
3	D.I. Khan	Dera Ismail Khan, Tank	2
4	Malakand	Malakand, Swat, Chitral, Buner, Shangla, Upper Dir, Lower Dir	7
5	Hazara	Abbottabad, Haripur, Mansehra, Batagram, Kohistan, Torghar	6
6	Mardan	Mardan, Charsadda, Swabi	3
7	Bannu	Bannu, Lakki Marwat	2
TOTAL			25

(iv) Divisions and Districts of Baluchistan

Sr.No.	Divisions	Names of Districts	Total Districts
1	Quetta	Quetta, Pishin, Chaghai, Qilla Abdullah, Noshki	5
2	Kalat	Kalat, Khuzdar, Lasbella, Kharan, Mastung, Awaran, Washuk	7
3	Sibi	Sibi, Dera Bugti, Kohlu, Ziarat, Harnai, Lehri	6
4	Zhob	Sherani, Musakhail, Zhob, Loralai, Barkhan, Qilla Saifullah	6
5	Naseerabad	Naseerabad, Kachi, Jafarabad, Jhal Magsi, Sohbatpur	5
6	Makran	Kech, Panjgur, Gwadar	3
TOTAL			32

FEDERALLY ADMINISTERED TRIBAL AREAS (FATA)

(Population according to 1998 Census)

Sr.#	Names of Tribal Areas	Area in Sq. kms	Population
1	Peshawar Tribal Area	261	53,841

Sr.#	Names of Tribal Areas	Area in Sq. kms	Population
2	Kohat Tribal Area	446	88,456
3	D.I. Khan Tribal Area	3229	38,990
4	Bannu Tribal Area	877	19,593
5	Bajaur Agency	1290	595,227
6	Kurram Agency	3380	448,310
7	Mohmand Agency	2296	334,453
8	Khyber Agency	2776	546,730
9	N. Waziristan Agency	4707	361,246
10	S. Waziristan Agency	6620	429,841
11	Orakzai Agency	1538	225,441
12	Lakki Marwat Tribal Area	-	6,987
13	Tank Tribal Area	-	27,216
TOTAL		27220	3,176,331

FEDERAL CAPITAL ISLAMABAD

Population according to 1998 Census (E)

Sr.No.	*Name of District*	*Area in Sq.kms*	*Population*
1	Islamabad	906	805,000
TOTAL		906	805,000

Q. ***What is the number of districts in Punjab, Sindh, KP and Baluchistan provinces?***

Ans. There are 36 districts in Punjab, 24 districts in Sindh, 25 districts in KP and 32 districts in Baluchistan Province.

AREA

Pakistan covers an area of 796096 sq.km.

Sr.No.	Names of Province	Area in Sq.km.	Percentage of Total Area
1	Punjab	205,345	25.8
2	Sindh	140,914	17.7
3	KP	74,521	9.4
4	Baluchistan	347,190	43.6
5	Islamabad	906	0.1
6	FATA	27,220	3.4
TOTAL		796,096	100.0

Q. ***Which is the largest province of Pakistan in respect of area?***

Ans. Baluchistan is the largest province of Pakistan with an area of 347190 sq. kms. Punjab ranks second with 205,345 sq. kms.

Q. ***Which is the smallest province of Pakistan in respect of area?***

Ans. KP is the smallest province with an area of 74521 square kilometres.

Q. ***Give the areas of FATA and Federal Area of Islamabad.***

Ans. FATA covers 27220 square kms. whereas the Federal area of Islamabad extends over 906 sq. kms.

Expected Questions

1. **Sahibzada Abdul Qayyum (1863-1937) had rendered great services for the educational uplift of the Muslims of:**
   (A) Punjab (B) Sindh
   (C) NWFP (now KP)✓ (D) Balochistan
2. **The Central Muhammadan Association was founded in 1877 by:**
   (A) Chaudhri Rehmat Ali
   (B) Sir Syed Ahmad Khan
   (C) Syed Ameer Ali✓
   (D) Mohsin-ul-Mulk
3. **Under which act, the Muslims' demand of 'Separate Electorate' was first conceded by the British Government?**
   (A) The Indian Councils Act, 1892
   (B) The Indian Councils Act, 1909✓
   (C) The Government of India Act, 1919
   (D) The Government of India Act, 1935
4. **The constitution of the All India Muslim League was drafted by a Committee in 1907 headed by:**
   (A) Nawab Viqar-ul-Mulk
   (B) Nawab Mohsin-ul-Mulk
   (C) Maulana Muhammad Ali Jauhar✓
   (D) Justice Shah Din
5. **Which of the following amendments were proposed by Quaid-i-Azam in the Nehru Report 1928, to make it acceptable to the Indian Muslims?**
   (A) The Muslims should be given one third representation in the Central Legislature
   (B) For ten years, the Muslims should be represented in Punjab and Bengal according to their population
   (C) Residuary powers should be given to the provinces
   (D) All of the above✓

S FOR COMING EXAMS.

6. Maulana Muhammad Ali Jauhar had started publishing his famous English Newspaper "Comrade" from the year:
(A) 1911✓ (B) 1913
(C) 1922 (D) 1925

7. What was the significance of 21st Annual Session of All India Muslim League?
(A) Quaid-i-Azam presented Fourteen Points
(B) Allama Iqbal delivered Allahabad Address✓
(C) Lahore Resolution was passed
(D) Quaid-i-Azam was elected as permanent President of All India Muslim League

8. Which of the following leaders helped Quaid-i-Azam in the preparation of his Fourteen Points in 1929?
(A) Maulana Muhammad Ali Jauhar✓
(B) Maulana Shaukat Ali
(C) Liaquat Ali Khan
(D) Maulana Hasrat Mohani

9. Under Gandhi-Irwin Pact of 5th March 1931, it was decided that:
(A) The System of Dyarchy will be abolished
(B) The System of Separate Electorate will be retained for the Muslims
(C) Congress will represent low caste Hindus in the elected bodies
(D) The Congress will call off its Civil Disobedience Movement✓

10. In the Provincial Elections of 1937 All India Muslim League won largest number of seats in the:
(A) United Provinces (UP)✓
(B) Sindh Province
(C) Punjab Province
(D) Central Provinces (CP)

11. The Indian Muslims observed 'Day of Deliverance' after the RESIGNATION of Congress Ministries on:
(A) 12 September, 1939
(B) 22 September, 1939
(C) 12 December, 1939
(D) 22 December, 1939✓

12. Chaudhri Rehmat Ali first used the word 'Pakistan' in his pamphlet 'Now or Never' in:
(A) 1933✓ (B) 1935
(C) 1937 (D) 1938

13. When did Quaid-i-Azam say that "Hindu India and Muslim India parted and parted forever"?
(A) When Congress launched non-cooperation movement in 1920
(B) When Congress rejected his proposed modification in the Nehru Report 1928✓
(C) After failure of Third Round Table Conference in 1932
(D) Whe the Lahore Resolution was passed on 23rd March 1940

14. By "Satyagraha", Gandhi appealed for:
(A) Boycotting English/foreign goods
(B) Hunger strike till death
(C) Civil disobedience✓
(D) Social ostracism

15. Lahore Resolution of 23rd March 1940, was seconded from Sindh Province by:
(A) Begum Maulana Muhammad Ali Jauhar
(B) Chaudhri Khaliq-uz-Zaman
(C) Abdullah Haroon✓
(D) Nawab Muhammad Ismail

16. Congress launched "Quit India Movement" against the British Government in:
(A) 1940 (B) 1941
(C) 1942✓ (D) 1944

17. Who presided over the Simla Conference in 1945?
(A) Lord Minto
(B) Lord Wavell✓
(C) Lord Irwin
(D) Lord Mountbatten

18. In the Interim Government of 1946, the Minister of Health was:
(A) Sardar Abdur Rab Nishtar
(B) Jag Jivan Ram
(C) Asif Ali
(D) Ghazanfar Ali Khan✓

19. After Sir Agha Khan, the next President of All India Muslim League was:
(A) Viqar-ul-Mulk
(B) Maulana Zafar Ali Khan
(C) Raja Sahib of Mahmoodabad✓
(D) Mian Muhammad Shafi

20. The Hindus had launched 'Swadeshi Movement" (to boycott English made goods) in the wake of:
(A) The Urdu-Hindi Controversy 1867
(B) Partition of Bengal 1905✓
(C) Jallianwala Bagh Tragedy 1919
(D) All of the above

21. The Pirpur Report on the brutalities of the Congress Ministries 1937-39, was compiled by:
(A) A.K. Fazl-ul-Haq
(B) Raja Muhammad Mehdi✓
(C) Nawab Salim Ullah Khan
(D) M. Sharif

22. The British parliament passed Indian Independence Act on:
(A) 3 June 1947✓ (B) 14 June 1947
(C) 14 July 1947 (D) 24 July 1947

23. Which of the following leaders had translated the Lahore Resolution from English to Urdu on 23rd March 1940:
(A) Maulana Zafar Ali Khan✓
(B) Chaudhri Khaleeq-uz-Zaman
(C) Dr Muhammad Alam
(D) Sir Sikandar Hayat

24. The first Urdu newspaper (Daily) published after the creation of Pakistan was:
(A) Mashriq (B) Imroze✓
(C) Watan (D) None of these

25. The first foreign head of the state visited Pakistan after independence was the President of:
(A) India (B) Indonesia✓
(C) Iran (D) China

26. Sahibzada Abdul Qayyum (1863-1937) had rendered great services for

the educational uplift of the Muslims of: -
(A) Balochistan (B) Punjab
(C) Sindh **(D) N.W.F.P. ✓**

27. Kanpur Mosque Tragedy had taken place in:
(A) 1915 (B) 1909
(C) 1910 **(D) 1913✓**

28. On July 9, 1950, Pakistan became a member of:
(A) Paris Club
(B) IMF
(C) World Bank
(D) None of the above✓

29. Decimal System was introduced in Pakistan on First January:
(A) 1963 (B) 1951
(C) 1959 **(D) 1961✓**

30. On July 9, 1948, Pakistan issued its first: -
(A) Postal Stamp✓ (B) Coin
(C) Currency Note
(D) All of the above

31. The first Princely State to accede to Pakistan after partition was: -
(A) Kalat (B) Swat
(C) Hunza **(D) Bahawalpur✓**

32. The designation of Governor-General was changed to President in:
(A) 1959 **(B) 1956✓**
(C) 1957 (D) 1958

33. Name the Chief Minister of Sindh from August 1947 to April 1948.
(A) Noor Talpur (B) Nisar Khoro
(C) Ayub Khoro✓ (D) Rahim Talpur

34. Who was the first Chief Minister of Khyber Pakhtunkhwa?
(A) Dr. Ali Khan
(B) Khan Abdul Qayyaum Khan
(C) Dr. Khan Sahib✓
(D) Abdur Rehman Hoti

35. M.A.O College of Aligarh got the status of University in:
(A) 1920✓ (B) 1917
(C) 1918 (D) 1919

36. Name the person who took part in all three Round Table Conferences of 1930-32 and was the first Foreign Minister of Pakistan.

(A) Sir Muhammad Zafarullah✓
(B) Chaudhary Muhammad Ali
(C) Sikandar Mirza
(D) Ghulam Muhammad

37. Name the first Governor of Sindh from August 1947 to October 1948.
(A) Hamida Khoro
(B) Ghulam Hussain Hidayatullah✓
(C) Nabi Baksh Talpur
(D) None of them

38. Name the first Governor of NWFP from August 1947 to April 1948.
(A) Sir George Cunningham✓
(B) Sir Francis Moody
(C) Allan Perry Keane
(D) Sir Francis Messervy

39. The origin of the idea of Pakistan is associated with the name of:
(A) Liaquat Ali Khan
(B) Sir Syed Ahmad Khan
(C) Allama Iqbal✓
(D) Quaid-e-Azam

40. Khilafat Movement was launched in the Subcontinent in:
(A) 1920 (B) 1917
(C) 1918 **(D) 1919✓**

41. The first President of the All India Muslim League was:
(A) Nawab Mohsin-ul-Mulk
(B) Nawab Saleemullah
(C) Sir Agha Khan✓
(D) Nawab Viqar ul Mulk

42. Name the educational institution founded by Sahibzada Abdul Qayyum in Khyber Pakhtunkhwa (former NWFP).
(A) Frontier University
(B) Peshawar College
(C) Islamia High School Peshawar
(D) Islamia College Peshawar✓

43. Who was the Prime Minister of Great Britain when the Partition Plan was announced in 1947?
(A) Attlee✓ (B) Churchill
(C) Stanley Baldwin
(D) Anthony Eden

44. By the end of August 1947, all the Hindu majority states had acceded to India except:
(A) Hyderabad (B) Junagarh

(C) Both of them✓ (D) None of them

45. Who was the first Governor of Punjab?
(A) Sardar Abdur Rab Nishtar
(B) Francis Moody✓
(C) Mian Amin-ud-Din
(D) I.I. Chundrigar

46. Who was Punjab's first Inspector General, Police?
(A) Mian Anwar Ali
(B) A.B. Awan
(C) S.N. Alam
(D) Qurban Ali Khan✓

47. The Congress and the Muslim League boycotted the Simon Commission. Who led the breakaway section of the Muslim League, which supported the Simon Commission?
(A) Mian Barkat Ali
(B) Mian Ejaz Shafi
(C) Mian Muhammad Shafi✓
(D) Mian Ahmad Ali

48. In 1932, the British Prime Minister announced the Communal Award granting separate electorate to the depressed classes. Name the British Prime Minister.
(A) C. Attlee
(B) Harold McMillan
(C) Winston Churchill
(D) Ramsay Macdonald✓

49. When Chaudhry Rehmat Ali issued the pamphlet "Now or Never" in 1933, where was he studying?
(A) Harvard **(B) Cambridge✓**
(C) Oxford (D) Aligarh

50. In 1911, on the occasion of his coronation at the Delhi Darbar, King George V announced the:
(A) Annulment of partition of Bengal✓
(B) Partition of Bengal
(C) Separate electorate
(D) None of these

51. The Jallianwala massacre took place in:
(A) April 1920 **(B) April 1919✓**
(C) December 1919 (D) April 1921

52. An Interim Government was formed in India in 1946, who was the Prime Minister of the Interim Government?
(A) Liaqat Ali Khan
(B) Jawaharlal Nehru
(C) Lord Wavell
(D) None of them✓

53. When was the Kashmir issue taken to the United Nations by India?
(A) 1 Jan 1948✓ (C) 11 Nov 1947
(D) 16 Dec 1947 (B) None of these

54. The three Round Table Conferences were held in London during ______
(A) 1935 - 1937 (B) 1929 - 1931
(C) 1928 – 1930 **(D) 1930 – 1932✓**

55. Allama Iqbal gave his idea of a country for Indian Muslims in December 1930 at ______.
(A) Delhi (B) Lucknow
(C) Abbottabad **(D) Allahabad✓**

56. Who was the first Prime Minister of Pakistan?
(A) Hussain Shaheed Suharwardy
(B) I.I. Chundrigar
(C) Liaqat Ali Khan✓
(D) Ghulam Muhammad

57. Who was the first President of the Islamic Republic of Pakistan?
(A) Iskandar Mirza✓
(B) Sardar Abdur Rab Nishtar
(C) Ch. Muhammad Zafarullah
(D) Ayub Khan

58. Maulana Muhammad Ali Johar was ______.
(A) Islamic Scholar **(B) Politician✓**
(C) Preacherr (D) Poet

59. All Indian Muslim League was founded in ______.
(A) 1906 in Dhaka✓
(B) 1908 in Calcutta
(C) 1903 in Chittagong
(D) 1900 in Lahore

60. The first Constitution of Pakistan was promulgated on ______.
(A) 20 January 1954
(B) 21 March 1956
(C) 23 March 1956✓
(D) 7 October 1958

61. Quaid-e-Azam Muhammad Ali Jinnah was born in ______.
(A) 1881 (B) 1878

(C) 1870 **(D) 1876✓**

62. Lucknow Pact was signed between Congress and Muslim League in ___________.

(A) 1916✓ (B) 1920
(C) 1918 (D) 1922

63. **Quaid-e-Azam Muhammad Ali Jinnah remained the Governor General of Pakisan for almost:**

(A) 13 months✓ (B) 11 months
(C) 12 months (D) 10 months

64. **Which area of Punjab with Muslim majority was awarded to India by the Boundary Commission in 1947?**

(A) Hoshiarpur (B) Jalandhar
(C) Amritsar **(D) Ferozepur✓**

65. **Quaid-e-Azam Muhammad Ali Jinnah started his law practice in:**

(A) Kolkata **(B) Bombay✓**
(C) Delhi (D) Karachi

66. **Quaid-e-Azam Muhammad Ali Jinnah was sworn in as the Governor General of Pakistan on:**

(A) 17th August 1947
(B) 15th August 1947✓
(C) 16th August 1947
(D) 14th August 1947

67. **The All India Muslim League was founded in 1906 in:**

(A) Allahabad **(B) Dhaka✓**
(C) Lahore (D) Delhi

68. **Who succeeded Quaid-e-Azam Muhammad Ali Jinnah as the Governor General of Pakistan?**

(A) Muhammad Ali Bogra
(B) Liaquat Ali Khan
(C) Sikandar Mirza
(D) Khawaja Nazimuddin✓

69. **Which of the following leaders took part in Presidential Election?**

(A) Mohtarma Fatima Jinnah✓
(B) Begum Qazi Esa
(C) Begum Liaqat Ali Khan
(D) Shaista Ikramullah

70. **In 1906, the Muslim League was founded at:**

(A) Allahabad (B) Karachi
(C) Dacca✓ (D) Lahore

71. **Who was the first Chief Justice of Pakistan?**

(A) M.R. Kiyani
(B) Maulvi Tamiz-ud-Din
(C) Mian Abdul Rashid✓
(D) A.R. Cornelius

72. Mohtarma Fatima Jinnah was a ________ by profession.
(A) Dentist✓ (B) Lawyer
(C) Economist (D) Doctor

73. Who is called "Sher-e-Bengal" amongst the following leaders?
(A) Nawab Waqar-ul-Mulk
(B) A.K. Fazal-ul-Haq✓
(C) Ch. Khaleez-uz-Zaman
(D) Sh. Mujeeb-ur-Rehman

74. In 1930, the first Round Table Conference was held in:
(A) Dehli (B) Simla
(C) London✓ (D) Lahore

75. Quaid-e-Azam presented his Fourteen Points in response to:
(A) Nehru Report✓
(B) Lucknow Pact
(C) Quit India Movement
(D) 3rd June Plan

76. Quaid-e-Azam joined Muslim League in:
(A) 1916 (B) 1914
(C) 1911 (D) 1913✓

77. Who was the first Governor of State Bank of Pakistan?
(A) Rashid Naqvi
(B) Saeed Hamid
(C) Zahid Hussain✓
(D) Ishrat Kamal

78. Who composed the verses of the National Anthem?
(A) Ab'ul Asar Hafeez Jullundhri✓
(B) Josh Malih Abadi
(C) Ahmad Nadim Qasmi
(D) Faiz Ahmad Faiz

79. Who presented the National Flag for formal approval to the Constituent Assembly on 11th of August, 1947?
(A) Liquat Ali Khan✓
(B) Muhammad Ali Bogra
(C) Fazl-e-Haque
(D) Quaid-e-Azam

80. Who was the Viceroy of India from 1889 to 1905?
(A) Lord Attlee

(B) Mountbatten
(C) Lord Irwin
(D) Lord Curzon✓

81. To reconcile Hindus and Muslims, a new religion Din-i-Ilahi was introduced by:
(A) Akbar✓ (B) Humayun
(C) Jahangir (D) Babur

82. Who was the leader of "Quit India Movement"?
(A) Sir Syed Ahmed Khan
(B) Maulana Muhammad Ali Jauhar
(C) Mahatma Gandhi✓
(D) Muhammad Ali Jinnah

83. Objectives Resolution was presented by:
(A) Sardar Abdur Rab Nishtar
(B) Quaid-i-Azam Muhammad Ali Jinnah
(C) Liaqat Ali Khan✓
(D) Ch. Rehmat Ali

84. What was the cause of Quaid-i-Azam Muhammad Ali Jinnah's death?
(A) Diabetes (B) Cancer
(C) Tuberculosis✓ (D) Heart attack

85. Pakistan's first constitution was adopted in:
(A) 1973 (B) 1956✓
(C) 1962 (D) 1952

86. The Lahore Resolution was passed in:
(A) 1945 (B) 1938
(C) 1940✓ (D) 1935

87. Which name is associated with Khilafat Movement?
(A) Ch. Rahmet Ali
(B) Allama Muhammad Iqbal
(C) Maulana Muhammad Ali Jauhar✓
(D) Quaid-i-Azam Muhammad Ali Jinnah

88. Quaid-i-Azam Mohammad Ali Jinnah started his Law practice in:
(A) Bombay✓ (B) Karachi
(C) Calcutta (D) Delhi

89. The head of the Boundary Commission for demarcation of borders between India and Pakistan was:
(A) Lord Wavell
(B) Lord Mountbatten
(C) Sir Cyril Radcliffe✓
(D) Sir Stafford Cripps

90. 'K' in Pakistan stands for:
(A) Karakuram (B) Khyber
(C) Kashmir✓ (D) Karachi

91. Pakistan became a member of the United Nations in:
(A) Jan. 1948 (B) Sept. 1947✓
(C) Dec. 1947 (D) Aug. 1947

92. All India Muslim League came into being in:
(A) 3 Nov.1930
(B) 29 Dec. 1906
(C) Aug. 1947
(D) 30 Dec. 1906✓

93. Lahore Resolution was passed on:
(A) 23 March 1940✓ (B) 14 Aug. 1947
(C) 14 Aug. 1947 (D) 20 March 1940

94. Objectives Resolution was passed on:
(A) Sept. 1947 (B) 14 Aug. 1947
(C) 12 March 1949✓ (D) 23 March 1940

95. Nehru Report was presented by:
(A) Patel
(B) Motilal Nehru✓
(C) Jawaharlal Nehru
(D) Gandhi

96. Separate Electorate was granted to the Muslims by the British under the:
(A) Act of 1861 (B) Act of 1919
(C) Act of 1935 (D) Act of 1909✓

97. The first session of All India Muslim League was held at:
(A) Lahore (B) Aligarh
(C) Karachi✓ (D) Dacca

98. The Quaid-i-Azam became ________ of Pakistan.
(A) President
(B) Chief Minister
(C) Governor-General✓
(D) None of those

99. ________ was the founder of Two Nations Theory.
(A) Ch. Rehmat Ali
(B) Allama Iqbal
(C) The Quaid-i-Azam
(D) Sir Syed Ahmed Khan✓

100. Who was known as 'Ambassador of Hindu- Muslim Unity'?
   (A) The Quaid-i-Azam✓
   (B) Motilal Nehru
   (C) Lord Mountbatten
   (D) Gandhi
101. Who was Cyril Radcliffe?
   (A) Judge (B) Professor
   (C) Lawyer✓ (D) Doctor
102. State Bank of Pakistan came into operation on:
   (D) Aug 1947 (B) July 1948✓
   (C) Dec 1948 (A) Jan. 1949
103. Who was appointed as Pakistan's first woman ambassador?
   (A) Ra'ana Liaquat Ali Khan✓
   (B) Begum Jahan Ara Shahnawaz
   (C) Mohtarma Fatima Jinnah
   (D) Begum Shaista Ikramullah
104. Who was the Prime Minister when Pakistan's first Constitution was framed?
   (A) Feroz Khan Noon
   (B) Ch. Muhammad Ali✓
   (C) Khawaja Nazimuddin
   (D) M. Ali Bogra
105. Sir Syed founded the Muhammadan Educational Conference in:
   (A) 1889 (B) 1881
   (C) 1886✓ (D) 1880
106. Partition of Bengal took place in 1905 under the supervision of:
   (A) Lord Canning
   (B) Lord Mountbatten
   (C) Lord Curzon✓
   (D) Lord Mayo
107. Before Mountbatten, who was the Viceroy?
   (A) Wavell✓ (B) Canning
   (C) Mayo (D) Curzon
108. The Montagu-Chelmsford Reforms were in:
   (A) 1924 (B) 1919✓
   (C) 1913 (D) 1911
109. The Cripps Mission came to India in:
   (A) 1946 (B) 1942✓
   (C) 1944 (D) 1940
110. What was the role of the Quaid-i-Azam for enacting the Rowlett Act?
   (A) None of the above
   (B) Opposed it✓
   (C) Proposed it
   (D) Supported it
111. **Who was the ruler of Kashmir in 1947?**
   (A) Ghulam Muhammad
   (B) Hari Singh✓
   (C) Sheikh-Abdullah
   (D) Gulab Singh
112. **Which of the following Acts gave representation to Indians for the first time in the legislature?**
   (A) Indian Councils Act 1909
   (B) Indian Councils Act 1919
   (C) Government of India Act 1935✓
   (D) None of the above
113. **Quaid-i-Azam wanted three law lords from the United Kingdom as important members to be appointed to the:**
   (A) Communal Award
   (B) Boundary Commission✓
   (C) August Offer
   (D) None of the above
114. **Who was the President of first Constituent Assembly of Pakistan?**
   (A) Quaid-i-Azam✓
   (B) Liqauat Ali Khan
   (C) Maulvi Tamiz-ud-din
   (D) None of these
115. **When Radcliffe Award was announced?**
   (A) 17t August 1947✓
   (B) 18th July 1947
   (C) 15th August 1947
   (D) 17th June 1947
116. **What document was drafted first to give pace to constitution making process?**
   (A) 1973 Constitution
   (B) 1962 Constitution
   (C) Objectives Resolution✓
   (D) 1956 Constitution
117. **When did the Constituent Assembly passed the Objectives Resolution?**
   (A) 12th March 1949✓
   (B) 22th March 1948
   (C) 22th May 1949
   (D) 22th March 1947
118. **When did Mohammad Ali Bogra**

presented Bogra Formula in the assembly?
(A) October 1953✓ (B) April 1953
(C) September 1953 (D) January 1953

119. Who was Mohammad Ali Bogra?
(A) Governor
(B) Prime Minister✓
(C) President
(D) Speaker

120. What is the other name of Mohammad Ali Bogra Formula?
(A) Constitutional Formula✓
(B) Pakistan Report
(C) Third Report
(D) New Law of Pakistan

121. On which date, first constitution of Pakistan was enforced?
(A) 23rd March 1956✓
(B) 23rd March 1953
(C) 23rd March 1955
(D) 13th March 1952

122. On which date, Pakistan become member of the United Nations?
(A) 20th Sep 1950
(B) 13th Sep 1949
(C) 18th Sep 1948
(D) 30th Sep 1947✓

123. Bengal was divided into two provinces in 1905 by __________.
(A) Sir James Oliver
(B) Viceroy Curzon✓
(C) Lord Linlithgow
(D) Lord Ripon

124. Chairman of the first session of the all India Muslim League was:
(A) Nawab Viqar-ul-Mulk
(B) Sir Agha Khan
(C) Nawab Saleemullah
(D) Sir Adamjee Pirbhai✓

125. After the assassination of Liaqat Ali Khan, who became the Prime Minister of Pakistan?
(A) Khawaja Nazimuddin✓
(B) Ms. Fatima Jinnah
(C) Abdul Rab Nishter
(D) Ghulam Muhammad

126. The All India Muslim League was founded in:
(A) 1910 (B) 1995
(C) 1906✓ (D) 1900

127. The Boundary Commission appointed at the time of Independence was headed by:
(A) Lord Radcliffe✓
(B) Lord Wawell
(C) Lord Mountbatten
(D) Stafford Cripss

128. Who became the Governor General of Pakistan after the death of Quaid-e-Azam Muhammad Ali Jinnah?
(A) Mohammad Ali Bogra
(B) Khawaja Nazimuddin✓
(C) Ghulam Mohammad
(D) Liaquat Ali Khan

129. Mohammadan Anglo-Oriental College was founded by:
(A) Ch Rehmat Ali
(B) Muhammad Ali Jauhar
(C) Allama Iqbal
(D) Sir Syed Ahmed Khan✓

130. The first President of Muslim League was:
(A) Maulana Fazal-ul-Haq
(B) Sir Syed Ahmed Khan
(C) Allama Iqbal
(D) Nawab Viqar-ul-Mulk✓

131. Govt. of Pakistan constituted a Committee under the chairmanship of Sardar Abdur Rab Nishtar for selecting National Anthem in December __________.
(A) 1948✓ (B) 1950
(C) 1949 (D) 1947

132. The search for suitable words of National Anthem with the music set by A.G. Chagla finally ended with the approval on 13th August ________.
(A) 1956 (B) 1954✓
(C) 1955 (D) 1953

133. Simla Deputation (October 1906) comprised of ________ Muslim leaders.
(A) 50 (B) 35✓
(C) 40 (D) 15

134. Maulana Muhammad Ali Jauhar was buried in?
(A) Makkah (B) Lucknow
(C) Jerusalem✓ (D) Delhi

135. The Pakistan Resolution was translated in Urdu by:

(A) Maulvi A.K. Fazal-ul-Haq
(B) Nawabzada Liaqat Ali Khan
(C) Sir Zafrullah Khan
(D) Maulana Zafar Ali Khan✓

136. Which Muslim woman participated in all the three Round Table Conferences?
(A) Banu Begum
(B) Amjadi Begum
(C) Fatima Jinnah
(D) Begum Shah Nawaz✓

137. Which woman was part of the delegation first sent to UNO after the creation of Pakistan?
(A) Fatima Jinnah
(B) Fatima Sughra
(C) Begum Saima Tasadduq
(D) Begum Raana Liaqat Ali Khan✓

138. Who was the ruler of Kashmir at the time of partition?
(A) Ranjeet Singh (B) Gulab Singh
(C) Hari Singh✓ (D) Gureet Singh

139. The 'Day of Deliverance' by All India Muslim League was observed on:
(A) 14th September, 1939
(B) 10th November, 1939
(C) 20th October, 1939
(D) 22nd December, 1939✓

140. In 1946, the mission sent by British Govt. was called:
(A) Boundary Commission
(B) Cripps Mission
(C) Cabinet Mission✓
(D) Simon Commission

141. The most important and famous Urdu newspaper published from Lahore by Maulana Zafar Ali Khan was:
(A) Zamindar✓ (B) Nawa-i-Waqt
(C) Koh-i-Noor (D) Hamdard

142. English newspaper "Comrade" in India was published from:
(A) Calcutta (B) Delhi✓
(C) Madras (D) Lucknow

143. On behalf of the Muslim League, Quaid-e-Azam signed the Lucknow Pact. Who signed it on behalf of the Congress?
(A) A.K. Azad
(B) Mahatama Gandhi
(C) A.C. Mujamdar✓
(D) Motilal Nehru

144. Who resigned from the Imperial Legislative Council in sheer protest against the Rowlatt Act?
(A) Mian Shafi (B) Nehru
(C) Quaid-e-Azam✓ (D) Gandhi

145. Who was appointed the 1st Secretary of All India Khilafat Committee?
(A) Nawab Liaqat Ali Khan
(B) Maulana Shaukat Ali✓
(C) Seth Jan Muhammad Chottani
(D) Maulana Muhammad Ali Johar

146. The deputation of Muslim leaders to the Viceroy, Lord Minto II, seeking separate electorate was headed by:
(A) Maulana Shaukat Ali
(B) Agha Khan✓
(C) M.A. Jinnah
(D) Sir Syed Ahmad Khan

147. Why Muslims observ[illegible] [illegible]a Deliverance'?
(A) End of non-cooperati[illegible] movem[illegible]
(B) End of Congress Ministries✓
(C) Return of Simon Comi[illegible]
(D) None of the above

148. Name the eminent lead[illegible] Movement who in 1949 took over as the first Governor of [illegible] League.
(A) Iftikhar Hussain
(B) Nazim-ud-Din
(C) I.I. Chundrigar
(D) Abdur Rab Nishtar✓

149. Who was the first lea[illegible] of opposition in the first National Assembly constituted under the 1962 Constitution of Pakistan?
(A) Fatima Jinnah✓
(B) Abdul Wali Khan
(C) Mumtaz Daultana
(D) Sardar Bahadur Khan

150. The origin of the idea of Pakistan [illegible] associated with the name of:
(A) M.A. Jauhar
(B) Allama Iqbal✓
(C) Quaid-e-Azam
(D) Sir Syed Ahmad Khan

151. According to Cabinet Mission Plan, in which group Punjab and Sindh were included?

(A) Fourth (B) Third
(C) Second✓ (D) First

152. **Simla Conference was started on:**
(A) 22nd September, 1946
(B) 24th June, 1946
(C) 22nd September, 1945
(D) **24th June, 1945✓**

153. **The issue which made Sir Syed Ahmad Khan to conclude that Hindus and Muslims could not work together any more was:**
(A) Issue of Muslim University
(B) **Hindi Urdu Controversy✓**
(C) Albert Bill
(D) Congress behavior

154. **When was M.A.O. College established in Aligarh?**
(A) **1877✓** (B) 1862
(C) 1875 (D) 1859

155. **Who prepared Pirpur Report?**
(A) Quaid-e-Azam
(B) Zakir Hussain
(C) Abul Kalam Azad
(D) **Raja Syed Mehdi✓**

156. **During the period of One Unit, first Governor of West Pakistan was:**
(A) **Mushtaq Ahmed Gurmani✓**
(B) Abdul Jabbar Khan
(C) Ameer Muhammad Khan
(D) Akhtar Hussain

157. **Who presented the 'Chenab Formula' to resolve the Kashmir dispute?**
(A) Ghulam Abbas
(B) Sardar Ibrahim Khan
(C) Ali Shah Gillani
(D) **Sardar Abdul Qayyum Khan✓**

158. **Pakistan's Standard Time was suggested by:**
(A) Dr. Munir Ahmed Khan
(B) **Professor Muhammad Anwar✓**
(C) Chaudary Rehmat Ali
(D) Maulana Mazhar-ud-Din

159. **Muhammadan Educational Conference was established by Sir Syed Ahmed Khan in:**
(A) 1898 (B) **1886✓**
(C) 1867 (D) 1863

160. **The Cabinet Mission announced its plan on:**
(A) 16th July 1946 (B) 16th May 1945
(C) 3rd June 1947 (D) **16th May 1946✓**

161. **The National Flag of Pakistan was designed by:**
(A) Abdul Hameed
(B) **Ameer-ud-Din Kidwai✓**
(C) A.K. Chagla
(D) Hafeez Jalandhari

162. **When did the Pakistan Government approve the National Anthem?**
(A) **1954✓** (B) 1948
(C) 1852 (D) 1947

163. **The 3rd June Plan announced partition of the Subcontinent into:**
(A) 5 states (B) 3 states
(C) 4 states (D) **2 states✓**

164. **The oath of Governor General was administered to Quaid-e-Azam by:**
(A) Justice Shah Din
(B) Justice Patel
(C) Justice Munir
(D) **Justice Abdur Rasheed✓**

165. **What was the number of Muslim League Ministers in the Interim Government of 1946?**
(A) **5✓** (B) 3
(C) 4 (D) 2

166. **Who was the Chairman of the Boundary Commission for the Subcontinent in 1947?**
(A) George Radcliffe
(B) William Radcliffe
(C) David Radcliffe
(D) **Cyril Radcliffe✓**

167. **Maulana Muhammad Ali Johar issued Comrade English newspaper from Calcutta on:**
(A) 27th January 1912
(B) **14th January 1911✓**
(C) 27th January 1911
(D) 27th January 1912

168. **Before Referendum, Sylhet was the part of:**
(A) **Assam✓** (B) Bihar
(C) Chitagong (D) U.P

169. **Muslim Students Federation (MSF) was established in 1937 by:**
(A) Abdur Rab Nishtar
(B) **Raja Sahib of Mehmud Abad✓**

(C) Raja Gazanfar Ali
(D) Sir Agha Khan

170. Where Quaid-e-Azam stayed during his last illness in 1948?
(A) Hanna Lake (B) Kohlu
(C) Ziarat✓ (D) Makran

171. After independence, the first industrial unit inaugurated by Quaid-i-Azam was:
(A) Pakistan Jute Mills
(B) Valika Textile Mills✓
(C) Karachi Shipyard and Engineering Works
(D) Adamjee Paper Mills

172. During the Pakistan Movement, Qazi Muhammad Isa rendered great services for the Muslims of:
(A) Balochistan✓ (B) Bengal
(C) KP (D) Sindh

173. Who was the first Defence Minister of Pakistan?
(A) Feroz Khan Noon
(B) Ayub Khoro
(C) Nawab Liaqat Ali Khan✓
(D) General Gracy

174. Which is called the parliament of world?
(A) WTO
(B) General Assembly✓
(C) Security Council
(D) UNO

175. UNO Day is observed on:
(A) 5th October (B) 24th October✓
(C) 21st October (D) 15th October

176. The rupee coin was first minted in India during the rule of:
(A) Razia Begum
(B) Sher Shah Suri✓
(C) East India Company
(D) Shahjahan

177. Liaqat Ali Khan joined all India Muslim League as a member in:
(A) 1923✓ (B) 1919
(C) 1921 (D) 1916

178. In the Provincial Elections of 1937, All India Muslim League won largest number of seats in the:
(A) Central Provinces (C P)
(B) Sindh province
(C) Punjab province
(D) United Provinces (UP)✓

179. Identify the Secretary of State for India who led the cabinet mission in 1946.
(A) Sir Anthony McDonald
(B) A. V. Alexander
(C) Lord Pethick Lawrence✓
(D) Sir Stafford Cripps

180. Mohtarma Fatima Jinnah joined All India Muslim League in:
(A) 1940 (B) 1938
(C) 1939✓ (D) 1937

181. Congress launched "Quit India Movement" against the British Government in:
(A) 1944 (B) 1941
(C) 1942✓ (D) 1940

182. In the Interim Government of 1946, the Health Minister was:
(A) Ghazanfar Ali Khan✓
(B) Jag Jivan Ram
(C) Asif Ali
(D) Abdur Rab Nishtar

183. After Sir Agha Khan, the next President of All India Muslim League was:
(A) Nawab Ismail Khan
(B) Maulana Zafar Ali Khan
(C) Raja Mahmoodabad✓
(D) Viqar-ul-Mulk

184. The Hindus had launched "Swadeshi Movement" (to boycott English made goods) in the wake of:
(A) The Urdu Hindi Controversy 1867
(B) Partition of Bengal 1905✓
(C) Jallianwala Bagh Tragedy 1919
(D) All of these

185. The British parliament passed Indian Independence Act on:
(A) 24 July 1947 (B) 14 June 1947
(C) 14 July 1947✓ (D) 3 July 1947

186. The first Muslim Inspector General of Prisons Punjab after independence in 1947 was:
(A) Lt. Col. B.H. Syed
(B) Lt. Col. H.H. Mehmood✓
(C) Lt. Col. G.K. Khan
(D) None of these

187. After independence, on August 14,

1947, how many jails have been constructed in Punjab so far?
(A) 19 (B) 15
(C) 17 **(D) 13✓**

188. Who was first Inspector General Prison Punjab after Independence on 14th August 1947?
(A) Sheikh Ikram Ali
(B) Lt. Col. H.H. Mahmood
(C) Lt. Col. B.H. Syed
(D) Lt. Col. G.K. Khan✓

189. When first census was conducted in Pakistan?
(A) 1954 (B) 1952
(C) 1953 **(D) 1951✓**

190. The Muslim demand for Separate Electorate presented by the Simla Deputation 1906 was incorporated in the:
(A) Quaid's Fourteen Points
(B) Montague-Chelmsford Reforms
(C) Simon Commission Report
(D) Minto Morley Reforms✓

191. Mopla Revolt took place in the year:
(A) 1925 **(B) 1921✓**
(C) 1923 (D) 1919

192. The Round Table Conferences (1930-32) were convened by the British Prime Minister:
(A) Neville Chamberlain
(B) James Ramsay McDonald✓
(C) Sir Winston Churchill
(D) Clement R. Attlee

193. During the Congress Rule 1937-39, Vidya Mandar Educational Scheme was prepared by:
(A) Bankim Chatterjee
(B) Abu-al-Kalam Azad
(C) Dr. Zakir Hussain✓
(D) M.K. Ghandi

194. Which radio station already existed at the time of creation of Pakistan?
(A) Peshawar **(B) Lahore✓**
(C) Quetta (D) Multan

195. The British Cabinet Mission visited India in ________.
(A) 1947 **(B) 1946✓**
(C) 1944 (D) 1945

196. Who founded the Indian National Congress?
(A) Mahatma Gandhi
(B) Dadabhoy Naorojee
(C) Bal Gangadhar Tilak
(D) A.O. Hume✓

197. After independence the first Governor of Punjab province was ________
(A) Sir John Lawrence
(B) Mumtaz Ahmad Khan Daultana
(C) Nawab Mamdot
(D) Sir Francis Moody✓

198. Quaid-i-Azam married his cousin ________ before going to London for higher studies in 1892.
(A) Maryam **(B) Emibai✓**
(C) Nasreen (D) Jameela

199. Identify the person who took part in all three Round Table Conferences (1930-32)
(A) Sir Muhammad Zafarullah✓
(B) Sikandar Mirza
(C) Ghulam Muhammad
(D) Chaudhary Muhammad Ali

200. Identify the Secretary of State for India who led the Cabinet Mission in 1946:
(A) Sir Anthony Macdonald
(B) A.V. Alexander✓
(C) Lord Pethick Lawrence
(D) Sir Stafford Cripps

201. Who presided over the Simla Conference in 1945?
(A) Lord Mountbatten
(B) Lord Wavell✓
(C) Lord Irwin
(D) Lord Minto

202. First meeting of Constituent Assembly of Pakistan was held on:
(A) 13th August 1947
(B) 11th August 1947
(C) 12th August 1947
(D) 10th August 1947✓

203. Who was the last Viceroy?
(A) Lord Linlithgow
(B) Lord Mountbatten✓
(C) Lord Wavell
(D) Lord Irwin

204. Who was the first Chief Election Commissioner of Pakistan?
(D) G.I. Khan

(B) S A Rehmat
(C) F.M. Khan✓
(A) Justice S.K. Bashir

205. Where the Pakistan's first radio station was setup?
(A) Islamabad (B) Karachi✓
(C) Multan (D) Lahore

206. Who conceived the idea of Pakistan?
(A) H.S. Suharwardy
(B) Chowdhary Rahmat Ali✓
(C) Mohammad Ali Jinnah
(D) Allama Iqbal

207. The Quit India Movement was started at:
(A) Wardha on Aug 7, 1942
(B) Bombay on Aug. 8 1942✓
(C) Lahore on July 7, 1942
(D) Delhi on Aug 15, 1942

208. When for the rehabilitation of refugees, emergency was declared for the first time in the history of Pakistan?
(A) September 25, 1948
(B) August 27, 1948✓
(C) July 25, 1948
(D) November 25, 1948

209. The first Gazette of Pakistan was issued on August 15, 1947:
(A) For the appointment of Chief Rehabilitation Commissioner
(B) For appointment of Governor-General of Pakistan✓
(C) For appointment of Chief Justice of Pakistan
(D) For announcement of independence of Pakistan

210. Who was the Pakistan's first Minister of Religious Affairs?
(A) Kausar Niazi✓
(B) Abdus Sattar
(C) Ijaz-ul-Haq
(D) None of above

211. The Khaksar Tahrik was established by Allama Inayatullah Khan Mashriqi in:
(A) 1933✓ (B) 1930
(C) 1932 (D) 1931

212. Which Viceroy convened the 'Simla Conference' in 1945?
(A) Lord Willington
(B) Lord Wavell✓
(C) Lord Linlithgow
(D) Lord Mountbatten

213. In 1947, two largest Muslim majority provinces, Bengal and _______ were partitioned.
(A) Punjab✓ (B) Sindh
(C) NWFP (D) Assam

214. Which one of the following Governor Generals was impeached by the British Parliament?
(A) William Bentinck
(B) Warren Hastings✓
(C) Lord Canning
(D) Lord Curzon

215. The Muslim demand of Separate Electorate presented by the Simla Deputation 1906 was incorporated in the:
(A) 3rd June Plan
(B) Govt. of India Act
(C) Mountbatten Plan
(D) Minto-Morley Reforms✓

216. Mohammadan Anglo Oriental College was founded by:
(A) Ch. Rehmat Ali
(B) Muhammad Ali Jauhar
(C) Allama Iqbal
(D) Sir Syed Ahmed Khan✓

217. The Government of India Act was passed in:
(A) 1936 (B) 1932
(C) 1935✓ (D) 1930

218. India's partition plan was announced on?
(A) June 3, 1947✓
(B) July 3, 1947
(C) July 18, 1947
(D) August 14, 1947

219. Who was the last Governor General of Pakistan?
(A) Quaid-i-Azam
(B) Ghulam Muhammad
(C) Iskandar Mirza✓
(D) Ayub Khan

220. The Pakistan Resolution was translated in Urdu by:
(A) Maulana Zafar Ali Khan✓
(B) Nawabzada Liaqat Ali Khan
(C) Sir Zafrullah Khan

(D) Maulvi A.K. Fazl-ul-Haq

221. **Radcliffe was by profession:**
(A) A doctor (B) An engineer
(C) A lawyer✓ (D) A dentist

222. **"Jinnah of Pakistan", a famous book was written by:**
(A) Ishtiaq Hussain Qureshi
(B) Stanley A. Wolpert✓
(C) K.B. Sayyed
(D) K.K. Aziz

223. **"Day of Deliverance" was observed on:**
(A) 23rd March 1940
(B) 14th August 1947
(C) 15th August 1940
(D) 22nd December 1939✓

224. **Sir Sikandar Hayat became Chief Minister of the Punjab in:**
(A) 1937✓ (B) 1929
(C) 1946 (D) 1935

225. **Before Referendum, Sylhet was the part of:**
(A) Assam✓ (B) Bihar
(C) Chittagong (D) U.P

226. **Name the first book of Allama Iqbal in Urdu.**
(A) Ilm-ul-Iqtissad✓
(B) Bang-e-Dara
(C) Javed Name
(D) Bal-e-Jibril

227. **Which Pakistani Prime Minister visited China first?**
(A) Liaqat Ali Khan
(B) Hussain Shaheed Suharwardi✓
(C) Khawaja Nazimuddin
(D) Muhammad Ali Bogra

228. **Pakistan recognized China in which year?**
(A) 1948 (B) 1949
(C) 1950✓ (D) 1951

229. **When the Muslim League joined the Interim government in 1946, Liaquat Ali Khan was assigned the portfolio of:**
(A) Foreign Affairs (B) Home
(C) Finance✓ (D) Defence

230. **Who was the Chairman of Boundary Commission to define the boundaries of the dominions under the Indian Independence Act of 1947?**
(A) Lord Wavell
(B) Stafford Cripps
(C) Lord Mountbatten✓
(D) Cyril Radcliffe

231. **Sylhet District at the time of partition was part of the province of:**
(A) Bengal
(B) Assam✓
(C) Bihar
(D) United Provinces

232. **The first Chief Minister of Punjab after creation of Pakistan was:**
(A) Sir Sikandar Hayat Khan
(B) Nawab Iftikhar Hussain Mamdot✓
(C) Mian Mumtaz Khan Daultana
(D) Nawab Sir Khizar Hayat Tiwana

233. **The tune of the national anthem of Pakistan was composed by:**
(A) Khawaja Khurshid Anwar
(B) Naushad Ali
(C) Sohail Rana
(D) Ahmad G. Ghagla✓

234. **In the elections of 1945-46 out of total Muslim seats of 119, how many seats Bengal Muslim League won?**
(A) 114 (B) 110
(C) 115 (D) 113✓

235. **Sindh was separated from Bombay in:**
(A) 1935✓ (B) 1937
(C) 1938 (D) 1939

236. **When was created the Pakistan Fund?**
(A) 1947✓ (B) 1948
(C) 1951 (D) 1950

237. **What deadline did the British Prime Minister Clement Attlee announce for granting of independence to India on February 20, 1947?**
(A) June 1947 (B) August 1947
(C) June 1948✓ (D) August 1948

238. **Quaid-i-Azam resigned from the membership of Indian National Congress in_______.**
(A) 1913 (B) 1917
(C) 1920✓ (D) 1928

239. **About whom Quaid-i-Azam had stated that he was his "Chief Lieutenant" and "Right hand"?**
(A) Liaqat Ali Khan✓ (B) Ayub Khan

(C) Abdul Rab Nishtar (D) Ch. Muhammad Ali

240. Women joined All India Muslim League in _______
(A) 1906 (B) 1940
(C) 1947 (D) 1937✓

241. The author of National Anthem of Pakistan is _______
(A) Ch. Rehmat Ali (B) Hafeez Jalandhri✓
(C) Allama Iqbal (D) Quaid-i-Azam

242. First population census in Pakistan was conducted in _______.
(A) 1947 (B) 1949
(C) 1951✓ (D) 1953

243. Pakistan became the 57^{th} member of UNO on _______.
(A) 30 September 1947✓
(B) 30 August 1947
(C) 3 November 1947
(D) 3 December 1947

244. Quaid-i-Azam's favourite game was:
(A) Chess (B) Cricket
(C) Tennis (D) Billiard✓

245. Quaid-i-Azam resigned from the Indian National Congress as a protest against:
(A) Nehru Report
(B) Mopla Revolt
(C) Gandhi's Non-Cooperation Movement
(D) Satyagraha Movement✓

246. The name of All India Muslim League was proposed in 1906 by:
(A) Quaid-i-Azam
(B) Nawab Saleem Ullah Khan
(C) Sir Muhammad Shafi✓
(D) None of these

247. On 14 August 1947, the only fully operational Muslim bank in Pakistan's territory was:
(A) National Bank of Pakistan
(B) Habib Bank Ltd
(C) Allied Bank Ltd✓
(D) United Bank Ltd

248. Mention the first female member of parliament in Pakistan.
(A) Aneesa Akhtar (B) Zubaida Jalal
(C) Begum Shaista Ikramullah✓
(D) Begum Ra'na Liaqat Ali

249. When Muslim League demanded for principle of self-rule for India?
(A) 1909 (B) 1914
(C) 1915 (D) 1913✓

250. The permanent envoy of Pakistan in the UN is:
(A) Hussain Haqqani
(B) Wajid Shams-ul-Hassan
(C) Abdullah Hussain Haroon✓
(D) Ahmad Aziz

251. Who made the official announcement of the annulment of the partition of Bengal, in 1911?
(A) Sir John Jenkins
(B) Lord Hastings
(C) King George III
(D) King George V✓

252. In which pact did the leaders of the Congress and the Muslim League agree on Constitutional Reforms in India including separate electorate for Muslims?
(A) Bombay Pact (B) Lahore Pact
(C) Lucknow Pact✓ (D) Delhi Pact

253. In 1927, the British Parliament appointed a Commission to report on the working of Dyarchy in Indian provinces. Who was the head of this Commission?
(A) Sir John Simon✓
(B) Sir Stafford Cripps
(C) Lord Chelmsford
(D) Sir George Money

World Current Affairs MCQs –2019-2020

1. When US assassinated Iranian General Qassem Soleimani?
A. **Jan. 3, 2020✓** B. Jan. 5, 2020
C. Jan 7, 2020 D. Jan. 9, 2020

2. Iranian General Qassem Soleimani was assassinated in:
A. Tehran B. Isphahan
C. Mosul **D. Baghdad✓**

3. On Jan, 10, 2020, sultan Qaboos bin Said of _____ died.
A. Jordan B. Kuwait
C. Oman✓ D. Yemen

4. When US and Taliban clinched historic deal for Afghan deal?
A. Jan. 2020 **B. Feb 2020✓**
C. March 2020 D. April 2020

5. When WHO declared Europe a new epicentre of coronavirus?
A. Jan 2020 B. Feb. 2020
C. March 2020✓ D. April 2020

6. Corona Viruses were discovered in the:
A. 1950s **B. 1960s✓**
C. 1970s D. 1980s

7. Novel Coronavirus, a pneumonia outbreak was firstly reported in:
A. China✓ B. Hong Kong
C. Taiwan D. Singapore

8. According to a new UN report, which continent could see 300,000 COVID-19 deaths this year?
(A) Asia (B) North America
(C) Africa✓ (D) Europe

9. When is World Hemophilia Day observed?
(A) April 16th **(B) April 17th✓**
(C) April 18th (D) April 19th

10. South Korea's ruling party has won by a landslide in the parliamentary election held in Apr 2020, winning_____of the 300 seats of the National Assembly.
(A) 160 (B) 165
(C) 175 **(D) 180✓**

11. The South Korean general election, in which the electoral reforms gave 18 year olds the vote for the first time, were held on_____.
(A) Apr 13, 2020 (B) Apr 14, 2020
(C) Apr 15, 2020✓ (D) Apr 16, 2020

12. Pakistani-American doctor and a state senator for Connecticut who helped develop a ventilator device that makes it possible to treat seven COVID-19 patients at once is:
(A) Dr Imtiaz Hussain
(B) Dr Saud Anwar✓
(C) Dr Ejaz Khan
(D) Dr Shahid Anwar

13. Ocean researchers have found the world's "longest animal ever, 150ft long" in deep sea canyon off Australian coast. The name of the animal is_____.
(A) Siderophore
(B) Siphonophore✓
(C) Sirhonophore
(D) Physlia

14. Who has been named as The Leading Cricketer in the 2020 edition of Wisden's Cricketers' Almanack?
(A) Babar Azam
(B) Eoin Morgan
(C) Virat Kohli
(D) Ben Stokes✓

15. Which country banned the use of saliva, sweat to shine Cricket ball under COVID-19 guidelines?
(A) Australia✓ (B) India
(C) England (D) Pakistan

16. The virtual Summit of the Non Aligned Movement (NAM) on COVID-19 pandemic has been organised at the initiative of which country?
(A) Kazakhstan **(B) Azerbaijan✓**
(C) Uzbekistan (D) None of above

17. Who is the Current Ambassador of the European Union to Pakistan?
(A) Jean-Micheal Dumond
(B) Androulla Kaminara✓
(C) Jean-Francois Cautain
(D) Gerhard Sabathil

18. Jack Dorsey, Twitter co-founder pledged $1 billion for coronavirus relief, which makes approximately_____% of his wealth.
(A) 25% (B) 28%✓
(C) 30% (D) 38%

19. Bernie Sanders suspended his presidential campaign, clearing the way for Joe Biden to become the Democratic Party's nominee on?
(A) Apr 7, 2020 (B) Apr 8, 2020✓
(C) Apr 9, 2020 (D) Apr 10, 2020

20. Leonardo Dicaprio, the Hollywood star recently launched a coronavirus fund by the name of_____.
(A) America's Health Relief
(B) America's Food Relief
(C) America's Health Fund
(D) America's Food Fund✓

21. China to host 3rd Asian Youth Games in Shantou from_____.
(A) Nov 10, 2021 (B) Nov 15, 2021
(C) Nov 20, 2021✓ (D) Nov 22, 2021

22. "The Cockroach," a satirical new Brexit novella, is authored by_____.
(A) Leo McEwan (B) Inel McEwan
(C) Ian McEwan✓ (D) Lee McEwan

23. Which two countries have been banned from participating in Tokyo Olympics in weightlifting competition by IWF on disciplinary grounds?
(A) Indonesia and Malaysia
(B) Malaysia and Thailand✓
(C) Indonesia and Thailand
(D) Thailand and Russia

24. The official name of the virus causing the COVID-19 given by WHO is_____.
(A) SARS-CoV 1 (B) MERS -CoV 1
(C) SARS-CoV 2✓ (D) MERS-CoV 2

25. Which country became the first to suspend the use of the video-conferencing tool Zoom by teachers on Apr 11, 2020?
(A) Sri Lanka (B) Singapore✓
(C) Malaysia

26. Recently, Opec + agr[illegible] to cut oil output by a record amount, representing around 10% of the global supply. As per the agreement the daily production will cut by_____.
(A) 9.5 million B/D (B) 9.6 million B/D
(C) 9.7 million B/D✓ (D) 9.8 million B/D

27. Which company on 7 April [illegible] introduced new policy that limits on message forwarding as part of effort to curb the spread [illegible] misinformation about the corona virus pandemic?
(A) Facebook (B) Instagram
(C) WhatsApp✓ (D) Twitter

28. India announced new Kashmir Domicile Law on _____.
(A) 1st January 2020
(B) 1st February 2020
(C) 1st March 2020
(D) 1st April 2020✓

29. In Wuhan (China), Lockdown was lifted after how many days ?
(A) 66 days (B) 76 days✓
(C) 80 days (D) 82 days

30. Prince Harry and Meghan Markle are planning to launch a charitable organisation named Archewell, the name Archewell is inspired from a Greek word meaning_____.
(A) Source of Nation (B) Source of Light
(C) Source of Action✓
(D) Source of Passion

31. In 2022, which city will become the first-ever city that has held both the summer and the winter Olympic Games.
(A) Tokyo (B) Beijing✓
(C) Pyeongchang (D) Paris

32. The 2020 Davis Cup will be the_____edition of the Davis Cup, a tournament between national teams in men's tennis.
(A) 106th (B) 109th✓
(C) 100th (D) 103rd

33. From which country the first case of a Tiger tested positive of COVID-19 has been reported?
(A) UK (B) USA✓
(C) UAE (D) India

34. The 3rd Asian Youth Games 2021 will be held in ______.
(A) Singapore (B) China✓
(C) Taiwan (D) Hong Kong

35. Which of following became first city in China to ban the consumption of dog and cat meat?
(A) Wuhan (B) Shenzhen✓
(C) Guangzhou (D) None of these

36. Mahmoud Jibril has died of Coronavirus after spending two weeks in an Egyptian hospital, he was Former Prime Minister of which of the following country?
(A) Iraq (B) Libya✓
(C) Turkey (D) Egypt

37. Who was selected as leader of Labour party in UK in April 2020?
(A) Sadiq Khan (B) Keir Starmer✓
(C) Angela Rayner (D) Johnson Slate

38. The speed of hypersonic missile is _____ the speed of sound which is launched by US Navy?
(A) 20 times (B) 15 times
(C) 10 times (D) 5 times✓

39. Who is Current Secretary General of South Asian Association for Regional Cooperation (SAARC)?
(A) Arjun Bahadur Thapa
(B) Amjad Hussain Sial
(C) Esala Weerakoon✓
(D) None of these

40. Tony Lewis, famous for Duckworth-Lewis-Stern method passed away, Duckworth-Lewis-stern method is associated with:
(A) Cricket✓ (B) Football
(C) Hockey (D) Golf

41. NASA has selected a new mission named as ______ to study Gaint Solar Particle Storms.
(A) Sundeep (B) Sunfire
(C) SunRise✓ (D) Poineer

42. Which member State assumed Presidency of United Nations Security Council in April 2020?
(A) Germany (B) Portugal
(C) Poland (D) Dominican Republic✓

43. Recently, which country's princess Maria Teresa became the first to die from COVID-19?
(A) Germany (B) Spain✓
(C) Italy (D) UK

44. Which country recommended all the world countries to use Tan Re Qing to treat COVID-19?
(A) CHINA✓ (B) CUBA
(C) RUSSIA (D) USA

45. Which of the following country has cancelled its multilateral air exercise "Exercise Red Flag"?
(A) UAE (B) UK
(C) FRANCE (D) USA✓

46. Abbott Laboratories has unveiled a coronavirus test which will tell if someone is infected within 5 minutes. The lab is in which country?
(A) USA✓ (B) Australia
(C) Japan (D) Russia

47. _____ scientist in US developed coronavirus testing device, which can give positive results in 5 minutes & negative results in 13 minutes?
(A) Indian (B) Pakistani✓
(C) British (D) Japanese

48. Name the country which has joined as the 30th member of North Atlantic Treaty Organization (NATO) on 27 March 2020?
(A) North-Macedonia✓
(B) Kosova
(C) Bosnia (D) Russia

49. How many countries are the members of NATO?
(A) 30✓ (B) 29
(C) 28 (D) 27

50. Which country's Finance Minister committed suicide because of "deeply worried" over how to cope with the economic fallout from the COVID-19?
(A) Spain (B) Italy

(C) Denmark (D) Germany✓

51. United Nations (UN) estimated international tourism to drop 3% due to virus resulting a loss up to_____ globally.
(A) $50 Billion (B) $100 Billion
(C) $150 Billion (D) $200 Billion

52. Who is the current Prime Minister of Italy?
(A) Giuseppe-Conto✓
(B) Nicola-Sturgeon
(C) Pedro-Sanchez
(D) None of these

53. The 26th Commonwealth heads of government meeting (CHOGM) 2020 will be held in _____.
(A) England (B) Scotland
(C) Rwanda ✓ (D) Samoa

54. The 2019 Wimbledon championships singles (Women) title was won by_____.
(A) Petra Kvitrova (B) Maria Sharapova
(C) Simona Halep✓ (D) Caroline Wozniacki

55. Which of the following country's Prime Minster has tested positive for coronavirus on 27th March, 2020?
(A) Canada (B) UK✓
(C) Portugal (D) Spain

56. "Spartly Island" in the South China Sea are disputed between China and_____.
(A) Vietnam (B) Malaysia
(C) Philippines (D) All of these✓

57. When was the first virtual G20 summit held?
(A) 25th March 2020
(B) 26th March 2020✓
(C) 27th March 2020
(D) None of these

58. Khaleda Zia was released from jail on Mar 25, 2020. She was former Prime minister of:
(A) Malaysia (B) Indonesia
(C) Bangladesh✓ (D) Morocco

59. Recently Huntington disease is in news, which of the following body

part gets affected by Huntington disease?
(A) Brain✓ (B) Lungs
(C) Heart (D) Skin

60. Who ranked at 1st position in the heritage foundation index 2020 of economic freedom?
(A) Hong Kong (B) Italy
(C) Singapore✓ (D) Indonesia

61. The Tokyo 2020 Olympics have been postponed to ____ due to coronavirus pandemic.
(A) 2021✓ (B) 2022
(C) 2023 (D) None of these

62. How is HPS (Hantavirus Pulmonary Syndrome) treated?
(A) With antibiotics
(B) With oxygen therapy✓
(C) With chemotherapy
(D) None of the above

63. How is the Hantavirus transmitted?
(A) When a mouse or rat bites you
(B) When you inhale airborne particles that contain the hantavirus
(C) When you eat food contaminated with the hantavirus
(D) All of the above✓

64. Jazz legend Manu Dibango died of corona- virus on ____ in Paris.
(A) 24 January 2020
(B) 24 February 2020
(C) 24 March 2020✓
(D) 2 April 2020

65. What group(s) of people has/have a higher risk of developing severe disease and death due to Coronavirus (Covid-19)?
I. Women and Children
II. 60 years old or above
III. people already underlying medical conditions ;
(A) I only (B) II only
(C) I and II (D) II and III

66. What is the rank of Pakistan in World Happiness Report 2020?
(A) 68/156 (B) 68/156
(C) 66/156✓ (D) 144/156

67. The oldest fossil of a modern bird has been discovered and has named as____.
(A) Lesula (B) Epimeria
(C) Kipunji (D) Wonderchiken✓

68. According to the World Happiness Report 2020, which is the happiest country in the world?
(A) Denmark (B) Finland✓
(C) Singapore (D) USA

69. Which decade is announced as International decade for people of African Descent?
(A) 2015-2024✓ (B) 2017-2026
(C) 2020-2029 (D) None of these

70. Which country has successful conducted a test-flight of a Hypersonic Missile after Russia?
(A) USA✓ (B) North Korea
(C) France (D) Israel

71. Who was nominated as Prime Minister of Iraq by President Barham Salih on 17 March 2020?
(A) Mohammed Tawfiq Allawi
(B) Adnan al- Zurfi✓
(C) Adel Abdul Mahdi
(D) None of them

72. Which of the following disease(s) is/ are related to Coronavirus?
(A) SARS (B) MERS
(C) Both A and B✓ (D) None of above

73. The first ever prisoner exchange talks between Afghan government and Taliban held on:
(A) 20 March 2020 (B) 21 March 2020
(C) 22 March 2020✓ (D) 23 March 2020

74. Video conference of SAARC leaders on COVID-19 held on which date?
(A) 14 March 2020 (B) 15 March 2020✓
(C) 16 March 2020 (D) None of these

75. Who is the incumbent President of FIFA?
(A) Gianni Infantino✓
(B) Michael Garcia
(C) Jerome Champagne
(D) Robbert Whem

76. What is the name of Pak-Bahrain joint exercise held in national counterterrorism center Pabbi?
(A) Al-Saif IV
(B) Al-Asr III
(C) Al-Badar IV✓
(D) None of these

77. Who is the Current Prime Minister of New Zealand?
(A) Jacinda Ardern✓
(B) Simon Bridges
(C) Sophie Wilms
(D) None of these

78. In March 2020, Turkish prosecutors charged ____ suspects over the brutal murder of Jamal Khashoggi?
(A) 10✓ (B) 20
(C) 15 (D) 5

79. The International Monetary Fund (IMF) announced aid package to help fight the Coronavirus of:
(A) $35 billion (B) $43 billion
(C) $50 billion✓ (D) $54 billion

80. The First Cricket Match of One Day International series played in front of no crowd was between?
(A) Australia vs New Zealand✓
(B) New Zealand vs England
(C) India vs New Zealand
(D) Pakistan vs Sri Lanka

81. Which global organisation has launched the "COVID Action Platform" to convene the business community to support for COVID-19?
(A) World Bank
(B) World Economic Forum✓
(C) International Monitory Fund
(D) United Nations

82. In March 2020, the World Health Organization (WHO) decleared Covid-19 as a____.
(A) Pandemic✓
(B) Endemic
(C) Epidemic
(D) Zoonotic

83. According to the report published by Stockholm International Peace and Research Institute (SIPRI) on 9 March 2020, which country is the 11th largest arms importer in the world?
(A) India (B) Afghanistan
(C) Bangladesh (D) Pakistan✓

84. Who is the Current Prime Minister of Denmark?
(A) Helle Thorning-Schmidt
(B) Inger Støjberg
(C) Mette Frederiksen✓
(D) None of these

85. Who is the current Prime Minister of Belgium?
(A) Kolinda Graber-Kitarovic
(B) Katrin Jakobsdottir
(C) Sophie Wilmes✓
(D) None of these

86. Which country witnessed the swearing in of two Presidents on March 10, 2020?
(A) Nepal
(B) Afghanistan✓
(C) Malaysia
(D) Sri Lanka

87. Which country hosted the 56th Munich Security Conference(MSC) 2020?
(A) Austria
(B) France
(C) Germany✓
(D) Spain

88. What is the name of NASA's rover for Mars Mission 2020?
(A) Prospect
(B) Call
(C) Innovation
(D) Perseverance✓

89. The World Bank has announced how much aid package to help countries combat Coronavirus outbreak?
(A) USD 10 billion
(B) USD 12 billion✓
(C) USD 14 billion
(D) USD 16 billion

90. Bangladesh is going to celebrate the "Mujib Borsho' in which year?
(A) 2021
(B) 2020✓
(C) 2019
(D) 2022

91. Recently which of the following African country has been listed in FATF's Grey list?
(A) Mauritius✓
(B) Kenya
(C) Zimbabwe
(D) Ethiopia

92. Which Country has won the ICC Women's T20 World Cup 2020?
(A) India
(B) Australia✓
(C) England
(D) South Africa

93. Which country has won the I[illegible] Women's T20 World Cup maximum times?
(A) West Indies
(B) England
(C) Australia✓
(D) New Zealand

94. How many teams participated in the Women's World Cup T20, 2020?
(A) 7
(B) 8
(C) 9
(D) 10✓

95. How many times Australian women's cricket team won the T20 World Cup title out of 7 tournaments held from 2009 to 2020?
(A) 1
(B) 3
(C) 5✓
(D) 7

96. Women's T20 World Cup 2020 was the ______ World Cup held by ICC.
(A) 5th (B) 6th
(C) 7th✓ (D) 8th

97. Name the First Muslim Hijab wo[illegible] elected as Member of Isr[illegible] Parliament in March 2020 elections?
(A) Hanadi Saleh
(B) Iman Khatib-Yasin✓
(C) Sarah Jabara
(D) Nayla Haya

98. In which year, the Taliban office was opened in Qatar?
(A) 2003 (B) 2010

(C) 2013✓ (D) 2020

99. **According to the "Hurun Global Rich list 2020" which country has the highest number of billionaires?**
(A) USA (B) Saudi Arabia
(C) China✓ (D) Russia

100. **After how many years' the United States & Taliban signed historic peace agreement in Doha, Qatar?**
(A) 16 **(B) 18✓**
(C) 20 (D) None of these

101. **Muhyiddin Yassin was sworn in as the _____ PM of Malaysia.**
(A) 6th **(B) 8th✓**
(C) 10th (D) None of these

102. **Janez Jansa has been appointed as a new Prime Minister of which country?**
(A) Nepal (B) Ghana
(C) Slovenia ✓ (D) Madagascar

103. **Which country has recently withdrawn from UNHCR?**
(A) Argentina (B) Maldives
(C) Bahamas **(D) Sri Lanka✓**

104. **The Diamond Princess cruise ship, which witnessed the largest coronavirus outbreak, is quarantined in which country?**
(A) China (B) South Korea
(C) Japan✓ (D) Iran

105. **Who becomes the first country with free public transport?**
(A) America (B) Japan
(C) Finland **(D) Luxembourg✓**

106. **Where Afghan-Peace-Deal was signed?**
(A) Kabul
(B) New York
(C) Doha✓
(D) Islamabad

107. **Who signed the Afghan-Peace-Deal on the behalf of USA?**
(A) Donald Trump
(B) Zalmy Khalilzad✓
(C) Mike Pompeo
(D) James Mattis

108. **Afghan Peace Deal was signed between?**
(A) Afghanistan Govt. & USA
(B) Al-Qaeda & USA
(C) Taliban & USA✓
(D) Afghanistan Govt. & NATO

109. **Who signed the peace accord on behalf of the Islamic Emirate of Afghanistan?**
(A) Hibatullah Akhundzada
(B) Akhtar Mohammad Mansour
(C) Mullah Abdul Ghani Baradar✓
(D) Mullah Naseer Ahmad

110. **On which date, Afghan Peace Deal was signed?**
(A) 14 Feb. 2020
(B) 20 Feb. 2020
(C) 29 Feb. 2020✓
(D) 3 March 2020

111. **Which country is the first to develop an antibody test to identify the novel coronavirus (COVID-19)?**
(A) China
(B) USA
(C) Singapore✓
(D) Japan

112. **Who became the first woman in Saudi Arabia to head the Saudi Arabia's Music Commission?**
(A) Jihad Al-Khalidi✓
(B) Reema Bint Bandar
(C) Sadia Bint Khalid
(D) None of these

113. **Former President of Egypt Muhammad Hosni Mubarak served as the_____ president of Egypt from 1981 to 2011.**
(A) Third
(B) fourth✓
(C) fifth
(D) None of these

114. **Former Egyptian President Hosni Mubarak died on 25 February 2020 at the age of_____.**
(A) 91✓ (B) 90
(C) 89 (D) 93

115. **AIBA_Boxing World Cup 2020 to be held in_____.**
(A) Russia ✓ (B) UK
(C) USA (D) Bolivia

116. **When did Malaysian Prime Minister Mahathir Mohamad send resignation**

from Premiership and asked the Malaysian King to form a new Government ?

(A) 19 February 2020
(B) 21 February 2020
(C) 23 February 2020
(D) 24 February 2020✓

117. What is the name of the United State's first lady?
(A) Melania Trump✓
(B) Martha Trump
(C) Michelle Trump
(D) Rachel Trump

118. Patricia Scotland is the _____ Commonwealth Secretary-General.
(A) 5th (B)6th✓
(C) 7th (D)8th

119. Darren Sammy a famous cricket player was born in_____.
(A) Saint Lucia✓
(B) Jamaica
(C) Saint Vincent
(D) Barbados

120. The Secretary General is nominated by Commonwealth leaders and can serve a maximum of _____ term(s) of 4 years each?
(A) Four
(B) Two✓
(C) Three
(D) None

121. Patricia Janet Scotland the current Secretary General of the Common wealth was born in:
(A) Dominica✓
(B) Jamaica
(C) Ireland
(D) Ecuador

122. Which city hosted the 3rd Global Ministerial Conference on Road Safety?
(A) Helsinki
(B) Stockholm✓
(C) Oslo
(D) Rome

123. What is the name of the storm which hit the United Kingdom in February 2020?
(A) Storm Habin
(B) Storm Kyar
(C) Storm Cirar
(D) Storm Dennis✓

124. How many teams participated in Kabaddi 2020 World Cup?
(A) 8 (B)9
(C) 10✓ (D)11

125. What is the hottest recorded Temperature in Antarctica?
(A) 16.3°C (B)17.3°C
(C) 18.3°C✓ (D)19.3°C

126. UK officially left European Union after _____ years.
(A) 40 (B)47✓
(C) 50 (D)48

127. Becoming the world's first climate-neutral continent by 2050, the European Commission presented the:
(A) European Green Deal
(B) Green European Deal✓
(C) Clean European Deal
(D) None of these

128. In Gallup International's annual popularity index of world political leaders, who emerged as the topmost Muslim leader for the year 2020?
(A) PM Pakistan Imran Khan
(B) Turkish President Recep Tayyip Erdoğan✓
(C) Iranian President Rouhani
(D) Saudi Prince Muhammad bin Salman

129. The 43rd session of International Fund for Agricultural Development (IFAD) was held in _____ from February 2020
(A) Rome, Italy✓
(B) Islamabad, Pakistan
(C) Delhi, India
(D) Paris, France

130. What is the name of the Turkey's first lady?
(A) Emine Erdogan✓
(B) Zehra Erdogan
(C) Esma Erdogan
(D) None of these

131. Bashar Al Asad is the President of which country ?
(A) Jordan
(B) Palestine
(C) Syria✓

(D) Yemen

132. World Health Organization named deadly virus from China as _____.
(A) COVID-19✓
(B) NOVID-19
(C) NCV-19
(D) None of these

133. According to researchers from South China Agricultural University, which animal has been identified as potential link for novel Coronavirus spread?
(A) Pangolin✓ (B) Snake
(C) Bat (D) Rat

134. Which country revealed that it has 'neutralised' 101 Syrian troops on February 11, 2020 ?
(A) Qata (B) UAE
(C) Indonesia (D) Turkey✓

135. Sheikh Khalid bin Khalifa bin Abdulaziz Al Thani appointed as new Prime Minister of _____.
(A) Qatar✓ (B) Iraq
(C) Lebanon (D) Jordan

136. About how many years Sultan Qaboos ruled in Oman?
(A) 20 years (B) 30 years
(C) 40 years **(D) 50 years**

137. Sultan Qaboos, who died recently, belongs to which country?
(A) Kuwait **(B) Oman**
(C) Iran (D) Saudi Arabia

138. Which country launches gigantic telescope "Sky Eye" for hunt of life beyond earth?
(A) India **(B) China**
(C) USA (D) Russia

139. Qaboos bin Said Al Said was the Sultan of Oman. He died on __________ ?
(A) 09 January 2020
(B) 10 January 2020
(C) 11 January 2020
(D) 12 January 2020

140. Who sworn in as new Sultan of Oman?
(A) Quboos said al said
(B) Saad bin saad
(C) Salman bin al saud
(D) Haitham bin Tariq Al Said

141. What was the age of Sultan 'Qaboos bin Said Al Said' of Oman who died on Jan 10, 2020?
(A) 69 **(B) 79**
(C) 80 (D) 81

142. Who is the supreme leader of Iran?
(A) Zarif Javed
(B) Qasem soleimani
(C) Ayatollah Ali Khamenei
(D) Hisbollah

143. Which Country has developed a Laser-based Aerial defense system?
(A) Iran (B) North Korea
(C) Israel (D) Turkey

144. The Commonwealth Games 2022 will be held between _________ ?
(A) 25 June to 25 July 2022
(B) 27 July to 7 August 2022
(C) 29 September to 28 October 2022
(D) 20 November to 19 December 2022

145. The Commonwealth Games 2022 will be held in Birmingham. It is the ________ time when England will host the event.
(A) 2nd Time **(B) 3rd Time**
(C) 4th Time (D) None of these

146. Which city will host the 2022 Commonwealth Games _________?
(A) Moscow
(B) Birmingham
(C) Colombo
(D) Jakarta

147. Colombo declaration is related to __________?
(A) Anti- drug Trafficking
(B) Economic interests
(C) Infrastructure development
(D) Marine security

148. Which nation has recently banned the ' reef toxic' Sunscreen?
(A) New Zealand
(B) Palau
(C) Australia
(D) Nauru

149. World Braille day celebrated every year on____________?
(A) January 2 (B) January 3
(C) January 4 (D) January 5

150. Qassem soleimani who was killed in US air strike was the Iranian Military Commander began his Military career at the start of Iran-Iraq war during the ________?
(A) 1960s (B) 1970s
(C) 1980s (D) 1990s

151. The Iranian Commander General Qassem soleimani laid to rest after Iran attacks US airbases on________?
(A) 5 january 2020
(B) 6 january 2020
(C) 7 january 2020
(D) 8 january 2020

152. The Iranian commander General Qassem Soleimani was laid to rest in his hometown of__________?
(A) Shiraz **(B) Kerman**
(C) Tehran (D) Isfahan

153. Daniele De Rossi, who announced his retirement recently, is a world cup winning footballer of which country______?
(A) France (B) Brazil
(C) Itlay (D) Germany

154. The Ukrainian Boeing-737-800 plane crashed at the __________ in Tehran on January 08, 2020?
(A) Parsabad Airport (PFQ)
(B) Imam Khomeini Airport (IKA)
(C) Shahid Hashemi Nejad Airport (MHD)
(D) Mehrabad Airport (THR)

155. The Ukrainian Boeing-737-800 plane crashed at the Imam Khomeini Airport in Tehran on _________?
(A) 7th January 2020
(B) 8th January 2020
(C) 6th January 2020
(D) 5th January 2020

156. Ukrainian Boeing 737-800 crashed in which nation on January 8, 2020, killing all onboard passengers?
(A) Iran (B) Iraq
(C) Turkey (D) Afghanistan

157. Which country launched missiles at US troops in Iraq on 7 January 2020?
(A) Turkey (B) U.K
(C) Afghanistan (D) I

158. ___________ became Youngest Chancellor?
(A) Sebastian Kurz
(B) Sana mariland
(C) Greta thunberg
(D) Angelena

159. Donald Trump become third President in US history to be impeached by the House of Represenitves. Who are the other two presidents to be impeached by the House of Representatives?
(A) Ronald Reagon and Bill Clinton
(B) Richard Nixon and Andrew Jackson
(C) Andrew Johnson and Bill Clinton
(D) Ronald Reagon and Richard Nixon

160. In some states of which country, CROWN Act has been passed to protect people of colou... discriminated against for ... hair.
(A) Australia (B) US
(C) China (D) ...

Pakistan Current Affairs MCQs – 2019-2020

Here you will find updated 2019-2020 Current Affairs of Pakistan MCQs.

1. Approximate number of cancer cases yearly reported in Pakistan is ________.
A. 1480 B. 14800
C. 15000 **D. 148000✓**

2. "Standard & Poor's" (S&P) downgraded Pakistan's credit rating from B to______.
A. B PLUS **B. B NEGATIVE✓**
C. C D. C NEGATIVE

3. Who is the current Ambassador of Pakistan to UK?
A. Masood Khalid
B. Nafees Zakaria✓
C. Ali Jahangir Siddiqui
D. Syed Ibn-e-Abbas

4. Who is the current Ambassador of Pakistan to Saudi Arabia?
A. Sajid Bilal B. Masood Khalid
C. Brig Bilal Asad **D. Raja Ali Ijaz✓**

5. Who is the current Ambassador of Pakistan to Canada?
A. Mr. Raza Sher Tarar✓
B. Riaz Mohammad Khan
C. Mr Masood Khalid
D. Salman Bashir

6. Who became first Asian woman to play 100 T20s?
A. Sana Mir✓ B. Mithali Raj
C. Bismah Maroof D. Sidra Ameen

7. Pakistan has been hosting the maritime multinational naval drill 'AMAN' since__________.
A. 2006 **B. 2007✓**
C. 2008 D. 2009

8. What is name of satellite developed by The King Abdul Aziz City for Science and Technology (KACST) and Lockheed Martin Space on 5 Feb 2019?
A. SGS-1✓ B. SGS-2
C. SJS-1 D. None of these

9. When Eighteenth Amendment of the Constitution of Pakistan was passed by the National Assembly of Pakistan?
A. April 8, 2018 B. April 8, 2019
C. April 8, 2010✓ D. April 8, 2011

10. The Ninth National Finance Commission (NFC) meeting was deadlocked since_________.
A. July 2015✓ B. July 2016
C. July 2017 D. July 2018

11. How many families from all over the country will be given Sehat Card by Sehat Sahulat Program (SSP) from Govt. of Pakistan?
A. 10 million **B. 15 million✓**
C. 20 million D. 25 million

12. Which of the following Pakistani company was shortlisted at the GSMA Global Mobile Awards (GLOMO Awards) for the year 2019?
A. Zong Group **B. JS Bank✓**
C. Telenor Group D. Habib Bank

13. Until January 2019, Pakistan Army had completed how much length of fence near Afghanistan boundary?
A. 700km B. 800km
C. 900km✓ D. 1200km

14. How many national and international companies have been blacklisted by PPRA in Jan 2019?
A. 50 **B. 45✓**
C. 40 D. 35

15. According to new policy of government of Pakistan on 1st February, 2019, how much price was fixed to perform Hajj?

A. Rs 280,000 B. Rs. 360,000
C. Rs. 456,000 ✓ D. Rs. 524,000

16. Night navigation system for the large vessels was launched at Port ______ for the very first time in the history of Pakistan.
A. Qasim✓ B. Gwadar
C. Karachi D. Pasni

17. The Karakoram International Alpine Ski Cup 2019 was held in______.
A. China B. Pakistan✓
C. Afghanistan D. Nepal

18. How many countries participated in Karakoram International Alpine Ski Cup 2019?
A. 11 Countries **B. 13 Countries✓**
C. 15 Countries D. 17 Countries

19. Which Pakistani teacher won the coveted World's Dedicated Teacher award announced by Cambridge University?
A. Ahmed Jabar **B. Ahmed Saya✓**
C. Saeed Ahmed
D. Syed Ahmed Shah

20. Name the Pakistani Journalist who won the AFP's Kate Webb Prize 2018.
A. Asad Hashim✓
B. Hamid Mir
C. Javed Chaudhry
D. None of the above

21. First Captain of Pakistan National Women Blind Cricket Team is ______.
A. Salma Javed B. Nazia Beenish
C. Rabia Shahzadi✓
D. Firdus Malik

22. On 31-January-2019, federal cabinet approved what percent increase in Hajj cost?
A. 61 percent B. 62 percent
C. 63 percent✓ D. 64 percent

23. Pakistan Govt started the first-ever "Islamabad Deworming Initiative" on ______which will deworm 250,000 children.
A. 30 Jan 2019✓ B. 29 Jan 2019
C. 28 Jan 2019 D. None of them

24. Who is the current Ambassador/ Permanent Representative of Pakistan to World Trade Organization (WTO)?
A. Muhammad Mohsin Rafiq
B. Shahid Bashir✓
C. Dr. Syed Tauqir Shah
D. Muhammad Pervaiz Malik

25. Corruption Perception Index 2018 released by the Transparency International on 29 January, 2019 ranked Pakistan ________ out of 180 countries.
A. 110 B. 112
C. 116 **D. 117✓**

26. Corruption Perceptions Index 2018 released by the Transparency International on 29 January, 2019 scored Pakistan ______ out of 100.
A. 33✓ B. 34
C. 35 D. 36

27. The first-ever Cardiac Hospital Gilgit Baltistan was inaugurated on 30 Jan 2019 by________.
A. Chief Minister Gilgit Baltistan✓
B. Governor Gilgit Baltistan
C. Health Minister Gilgit Baltistan
D. None of these

28. Who was appointed as Pakistan's first Hindu Civil Judge?
A. Seema Bedi
B. Krishna Kumari
C. Suman Bodani✓
D. None of these

29. Which of the following political party of Pakistan on 28 Jan, 2019 submitted in the National Assembly a constitutional amendment bill for the creation of the Bahawalpur and South Punjab Provinces?
A. PPP B. PTI
C. PML-N✓ D. PML-Q

30. What is the name of dollar-denominated diaspora bond which was set by Pakistani Government on 31 January 2019 for overseas

Pakistanis to increase foreign exchange reserves?

A. **Pakistan Banao Certificate✓**
B. Qarz Utaro Certificate
C. Khoshhal Pakistan Certificate
D. Pakistan Overseas Certificate

31. **In which country, Pakistani renowned actress Roohi Bano passed away?**

A. Egypt B. UAE
C. **Turkey✓** D. Iran

32. **When Sahiwal incident was happened in which four people – including two women – were killed in the 'encounter' involving Punjab's Counter Terrorism Department (CTD) personnel on a highway in the Qadirabad area of Sahiwal district?**

A. 11 Jan 2019
B. 15 Jan 2019
C. **19 Jan 2019✓**
D. 23 Jan 2019

33. **Pakistan Navy hosted AMAN 19 Excercise with slogan of __________.**

A. **Together for peace✓**
B. To fight for peace
C. To learn for peace
D. None of these

34. **Pakistan won 19th Asian Junior Squash Tournament's final on ________.**

A. 18 January 2019
B. **20 January 2019✓**
C. 19 November 2018
D. None of these

35. **According to "New Visa Policy" Visa on arrival is for 50 countries but previously, nationals of only _______ countries had that option.**

A. 15 B. 20
C. **24✓** D. 32

36. **When Government of Pakistan introduced a "New Visa Policy" to encourage tourism in the country?**

A. 20 December 2018
B. 30 December 2018
C. 10 January 2019
D. **25 January 2019✓**

37. **Who became the second fastest player to reach the milestone by scaling the 1000 run mountain in just 19 ODI matches?**

A. Shoaib Malik
B. Fakhar Zaman
C. **Imam-ul-Haq✓**
D. Babur Azam

38. **Pakistan successfully conducted the training launch of the Nasr – a short-range surface-to-surface ballistic missile on_________.**

A. 12-January-2018
B. 12-January-2019
C. 24-January-2018
D. **24-January-2019✓**

39. **Which country lifted ban on import of Pakistani Rice?**

A. Kuwait B. Iran
C. **Qatar✓**
D. Saudi Arabia

40. **When Supreme Court of Pakistan imposed ban on Basant festival?**

A. 2004 B. **2005✓**
C. 2007 D. 2009

41. **Which Pakistani politician was named among Foreign Policy Magazine's 2019 list of Global Thinkers?**

A. Asad Umer
B. **Imran Khan✓**
C. Shah Mahmood D. Umer Ayub

42. **When Finance Minister Asad Umar presented the Third Finance Bill 2018-19 (Mini-Budget) in the National Assembly?**

A. 22 January 2019
B. **23 January 2019✓**
C. 24 January 2019
D. 25 January 2019

43. **The 10th meeting of the SAARC Food Bank Board was held in________on 21st to 22nd January 2019.**

A. Kathmandu B. New Delhi
C. **Islamabad✓** D. Male

44. Which country doubled the quantum of wheat from 40,000 tonnes to 80,000 tonnes as its share for the 'Regional Food Bank' maintained by the South Asian Association for Regional Cooperation (SAARC)?
A. India B. Bangladesh
C. Pakistan✓ D. Sri Lanka

45. The State Bank of Pakistan (SBP) on 22 January signed an agreement with Abu Dhabi Fund for Development (ADFD) for________to be deposited in the SBP account.
A. $3 billion✓ B. $4 billion
C. $5 billion D. $7 billion

46. Iran-Pakistan Free Economic Zone is going to establish in which city to increase bilateral trade with Pakistan?
A. Mirjaveh city✓ B. Gwadar
C. Dalbandin D. Tehran

47. According to Democracy Index 2018 published by The Economist, Pakistan is placed under ______ category.
A. Full Democracy
B. Flawed Democracy
C. Hybrid Regime✓
D. Authoritarian

48. Democracy Index 2018 published by The Economist ranked Pakistan _____ out of 167 countries.
A. 110 B. 112✓
C. 114 D. 116

49. Who is the current Captain of Pakistan Woman Cricket Team?
A. Sana Mir
B. Javeria Khan
C. Nain Abidi
D. Bisma Maroof✓

50. The Provincial Cabinet of Sindh on January 21, 2019, in a landmark decision approved to replace 100 years old Prison Act 1894 with new act titled:
A. Sindh Prisons Reform Act 2019
B. Rehabilitation Of Prisons Sindh Act 2019
C. Sindh Prison and Correction Act 2019✓
D. None of these

51. Which judge of Indian Supreme Court attended the Pakistan Chief Justice Asif Saeed Khosa's Oath Taking Ceremony on 18-January-2019?
A. Justice Ranjan Gogoi✓
B. Justice Sharad Arvind Bodbe
C. Justice N.V. Ramana
D. Justice Dipak Misra

52. Asif Saeed Khosa, 26th CJP Supreme Court of Pakistan belongs to:
A. Balochistan High Court
B. Lahore High Court✓
C. Sindh High Court
D. Peshawar High Cour.

53. Which two Asian cou— s ar ranked with 89% o people expressing patriotism towards the homeland?
A. Pakistan & Vietnam✓
B. Pakistan & Bangladesh
C. Afghanistan & India
D. China & India
E. None of these

54. PM Imran Khan received 'Golden Kalashinkov' as a gift from ______.
A. Turkey
B. Saudi Arabia✓
C. UAE
D. None of these

55. APS Survivor ________ became third Pakistani to receive Points of Light Award.
A. Ahmed Ali
B. Ahmed Nawaz✓
C. Noman Ahmed
D. None of these

56. APS Survivor Ahmed Nawaz received 'Points Of Light' Award in ________.
A. U.S.A B. U.A.E
C. U.K✓

D. None of these

57. **Who become first wicket keeper-Captain to take 10 catches in a Test match?**
A. **Sarfraz Ahmed✓**
B. M S Dhoni
C. B Taylor
D. de Kock

58. **According to report of UNICEF, an estimate of how many babies were were born in the world on new year day in 2019?**
A. **395,000✓** B. 398,072
C. 400,500 D. 400,250

59. **According to report of UNICEF, an estimate how many babies were born in Pakistan on new year day in 2019?**
A. 10,000 B. **15,000✓**
C. 20,000 D. 25,000

60. **Indus Water Treaty 1960 requires the water commissioners of Pakistan and India to meet __________ a year.**
A. Once B. **Twice✓**
C. Thrice D. None

61. **Who is the Commissioner for Indus Water of Pakistan?**
A. Mehmood Khan
B. Ali Akbar
C. **Syed Muhammad Mehar Ali Shah✓**
D. Ameen Khan

62. **CPEC has how many Special Economic Zones?**
A. 6 B. 8
C. **9✓** D. 5

63. **Who is the current Captain of "Pakistan National Football Team"?**
A. Javed Hussain
B. **Saddam Hussain✓**
C. Nazir Hussain
D. Bilal Hussain

64. **In Pakistan history, which first Sikh "PRO" to Punjab Governor was appointed?**
A. Sardar Jaswant Singh
B. Sardar Mohan Singh
C. **Sardar Pawan Singh Arora✓**
D. Sardar Jaipal Singh

65. **Which of the following is the author of the book "We Are Displaced"?**
A. Reham Khan
B. **Malala Yosufzai✓**
C. Nadia Murad
D. Sharmeen Obaid

66. **The under-construction Gulpur Hydropower Project to generate 102 MW of electricity is located in __________.**
A. Jhelum B. **Kotli✓**
C. Mirpur D. Gilgit

67. **Multan metro bus project was funded by __________.**
A. **Punjab Government✓**
B. World Bank
C. Asian Development Bank (ADB)
D. International Monitory Fund (IMF)

68. **How much bailout package was formalized by Abu Dhabi Crown Prince?**
A. 5.2bn USD
B. **6.2bn USD✓**
C. 7.2bn USD D. 3.2bn USD

69. **After how many years, UAE Prince Sheikh Mohammed bin Zayed bin Sultan Al-Nahyan visited Pakistan on Jan 6, 2019?**
A. 7 Years B. 9 Years
C. **12 Years✓** D. 14 Years

70. **When Abu Dhabi Crown Prince Sheikh Mohammed bin Zayed bin Sultan Al-Nahyan visited Pakistan?**
A. 4th January 2019
B. 5th January 2019
C. **6th January 2019✓**
D. 7th January 2019

71. **Which two legends of Football arrived in Pakistan on 10th January 2019?**
A. **Kaka and Figo✓**
B. Figo and Luka
C. Kaka and Messi
D. Messi and Ronaldo

72. _______ has been titled the "Mountain Princess" by Pakistan's mountaineering community?
A. Samina Baig
B. Selena Khawaja✓
C. Uzma Shah
D. Momina Saleem

73. **Who is current Chief Justice of Pakistan?**
A. Justice Anwar Zaheer Jamali
B. Justice Mian Saqib Nisar
C. Justice Asif Saeed Khan Khosa✓
D. Justice Iftikhar Muhammad Chaudhry

74. **The current National Assembly is ______ in the country's history.**
A. 14th B. **15th✓**
C. 16th D. 18th

75. **Pakistan's first electronic grave belongs to___________.**
A. Abdul Sattar Edhi
B. Dr. Ruth Pfau✓
C. John Elia
D. None of these

76. **First-ever female ombudsperson appointed in the history of KP is __________.**
A. Shafqat Ara
B. Rakhshanda Naz✓
C. Naseema Khattak
D. Gulalai Ismail

77. **Pakistan's first ever ice-hockey match was won by___________.**
A. GB Scouts
B. Pakistan's Air Force✓
C. Navy
D. Chitral Scouts

78. **Renowned Urdu Scholar Dr. Saleem Akhtar died on___________.**
A. 28 December 2018
B. 29 December 2018
C. 30 December 2018✓
D. 31 December 2018

79. **Which Pakistani woman Cricketer was named in ICC Women ODI Team of the Year 2018?**
A. Javeria Khan B. "na Maroof
C. Sana Mir✓ D. Nain Abidi

80. **Chief Justice Sardar Muhammad Shamim Khan is the ______.**
A. 40th Chief Justice of Lahore High Court
B. 48th Chief Justice of Lahore High Court✓
C. 13th Chief Justice of Lahore High Court
D. 22nd Chief Justice of Lahore High Court

81. **Pakistan is _________ largest sugar producer and eighth largest consumer in the world.**
A. 4th B. **5th✓**
C. 6th D. 7th

82. **Pakistan declared 1,000 years old Hindu temple as national heritage, named:**
A. Krishna Temple
B. Panj Tirath✓
C. Laxmi Temple
D. Nar Singh Mandir

83. **What is the name of shelters for homeless which are being built by Govt of Pakistan?**
A. Ashiana
B. Panah Gah✓
C. Old House
D. Shelter House

84. **Which airways announced t... resume flights to Pakistan after ... years?**
A. Norway Airlines
B. Australia Airways
C. British Airways ✓
D. None of these

85. **According to 2018 report compiled by the Education Management Information System (EMIS), ________ girls quit primary schools in tribal districts.**
A. 79pc✓ B. 89pc
C. 69pc D. 59pc

86. **For how many years, former Pakistani Prime Minister Nawaz**

Sharif was sentenced to jail in Al-Azizia Reference on 24 Dec 2018?

A. 3
B. 7✓
C. 10
D. None of these

87. The Triangular Initiative Meeting held at Islamabad between Pakistan, Afghanistan and Iran, it was __________.

A. 11th Triangular Initiative Meeting
B. 12th Triangular Initiative Meeting
C. 13th Triangular Initiative Meeting✓
D. 14th Triangular Initiative Meeting

88. What is "Triangular Initiative Meeting" held at Islamabad on Dec 11-12 2018?

A. Drug control✓
B. Sports
C. Education
D. Travelling facilities

89. Which founding member of Pakistan Women Cricket Team recently died in Dec 2018?

A. Nida Dar
B. Shazia Khan
C. Sharmeen Khan✓
D. None of these

90. Shaikh Rasheed inaugurated "Rahman Baba Express" train, it will travel from Peshawar to________.

A. Sukkur
B. Karachi✓
C. Kotri
D. Larkana

91. Which bank proposed a $7.5-billion lending programme for Pakistan for next three years?

A. World Bank
B. ADB✓
C. Islamic Bank
D. AIIB

92. Pakistan plans to send first astronaut to space in_________.

A. 2020
B. 2022✓
C. 2024
D. 2026

93. The Asian Development Bank (ADB) agreed to provide Rs_________ billion for the construction of Naulong Dam in Balochistan.

A. 25.6 billion
B. 26.6 billion✓
C. 27.5 billion
D. 28.5 billion

94. Pakistani Cricketer Yasir Shah became the fastest bowler to reach 200 wickets in Test Cricket breaking Australia's __________ record set 82 years ago.

A. Clarrie Grimmett✓
B. Bobby Simpson
C. Denis Lillie
D. Neil Harvey

95. According to World Bank Report 2018, trade between Pakistan and South Asia valued at___________.

A. $ 2 Billion
B. $ 4 Billion
C. $ 5.1 Billion✓
D. $ 39.7 Billion

96. According to World Bank Report 2018, trade between Pakistan and India values little over 2 Billion, whereas without trade barriers, it could reach __________.

A. $25 Billion
B. $31 Billion
C. $37 Billion✓
D. $48 Billion

97. According to Henley Passport Index 2018, Pakistani Passport has visa free access to how many countries?

A. 25
B. 30
C. 33✓
D. 40

98. The Supreme Court ordered the government of Pakistan not to appoint ____________ on top posts and to draft laws in this regard after approval from the cabinet?

A. Minority nationals
B. Dual nationals✓
C. An individual having age less than 25 years
D. All of the above

99. The Asian Development Bank (ADB) proposed a __________ lending programme for Pakistan for next three years on 14th Dec 2018.

A. $3 billion
B. $5 billion
C. $7.5 billion✓
D. $10 billion

100. Who is the President of Pakistan Hockey Federation (PHF)?
A. Abdullah Sultan
B. Khalid Sajjad Khokhar✓
C. Muhammad Haroon
D. Tauqeer Dar

101. The 2018 ACC Emerging Teams Asia Cup was held in ___________.
A. Pakistan B. India
C. Sri Lanka D. UAE
E. A & C✓

102. PM Imran Khan inaugurated shelter home for homeless people in _________ on 14th Dec 2018.
A. Hyderabad B. Peshawar✓
C. Quetta D. Rawalpindi

103. Chief Justice of Pakistan inaugurated the building of the Supreme Court's registry in _________ on 10th DEC 2018.
A. Turbat B. Quetta✓
C. Khuzdar D. Kalat

104. Which of the following Pakistani boy topped in the list of top security researchers who have contributed research to the Microsoft products and services?
A. Ahsan Mujtaba
B. Ashar Javed✓
C. Ahmed Hussain
D. Hamza Wajih

105. Who announced "sin" taxes on tobacoo and sugary drinks in Pakistan?
A. Aamir Mehmood Kiani✓
B. Asad Umar
C. Shireen Mazari
D. None of above

106. **Which PTI minister resigned from his portfolio over accusations of being involved in occupying state land & alleged abuse of power?**
A. Babar Awan
B. Azam Swati✓
C. Jahangir Tareen
D. Aleem Khan

107. **How many times Pakistan won the "Blind Cricket World Cup"?**
A. 0 B. 1
C. 2✓ D. 3

108. **Which country's Prime Minister was asked by Donald Trump in a letter, to play his rule in resolving Afghan issue?**
A. PM of India
B. **PM of Pakistan✓**
C. PM of Afghanistan
D. PM of Russia

109. **LHC stays demolition of Punjab Governor House Wall on:**
A. Dec. 1, 2018
B. Dec. 2, 2018
C. **Dec. 3, 2018✓**
D. Dec. 6, 2018

110. **Pakistan was elected as a member for the council of _________ for a four-year term (2019-2022) after securing 155 out of a total of 177 votes in November 2018.**
A. International Organisation for Migration
B. **International Telecommunication Union✓**
C. International Commission on Missing Persons
D. International Center for Migration Policy Development

111. **China and Pakistan together launched the bus service to facilitate tourists as part of an initiative to connect both countries via road under the CPEC. The bus will travel from ___________.**
A. Lahore-Kashgar
B. Kashgar-Lahore
C. Karachi-Kashgar
D. Rawalpindi-Kashgar
E. **A & B✓**

112. **Who was named as new chief Jamiat Ulema Islam Sami (JUIS) after assassination of previous chief Maulana Sami ul Haq?**
A. Maulana Abdul Haq
B. **Maulana Hamid ul Haq✓**

C. Maulana Bashir Ahmed
D. Maulana Sultan Ahmed

113. Sardar Khalid Ibrahim passed away due to brain hemorrhage on 4th November 2018. He was a renowned politician from ______.
A. Gilgit Baltistan
B. Azad Jammu and Kashmir✓
C. FATA
D. Balochistan

114. Who is the current Chief Justice of Islamabad High Court?
A. Justice Iqbal Hameed-ur-Rahman
B. Justice Sheikh Najam-ul-Hassan
C. Justice Muhammad Anwar Khan Kasi
D. Justice Athar Minallah✓

115. Who holds the record of taking most wickets in a single test game by a Pakistani Bowler?
A. Imran Khan B. Yasir Shah
C. Muhammad Abbas
D. Saeed Ajmal
E. A & B✓

116. Pakistan has decided to build Kartarpur Corridor in Nankana Sahib. The corridor will provide visa-free access to the Indian ______ pilgrims to the shrine.
A. Muslim **B. Sikh✓**
C. Hindu D. Christian

117. Which former Indian Cricket star arrived in Pakistan to attend the groundbreaking ceremony of the Kartarpur Corridor in Nankana Sahib on 28th November 2018?
A. Kapil Dev
B. Navjot Singh Sidhu✓
C. Sunil Gavaskar
D. Sachin Tendulkar

118. The Human Resources Committee (HRC) of the World Bank Board has elected Pakistan's executive director ______ as its chairman for a period of two years.
A. Muhammad Nabi
B. Shahid Ashraf Tarar✓
C. Anwar Ali Qureshi
D. Abdul Majeed Sial

119. Who announced to launch and lead awareness campaign for family planning?
A. PM of Pakistan
B. CJP✓
C. Information Minister
D. Human Rights Minister

120. Terror attack on Chinese Consulate that was carried out on 23rd November 2018 was later foiled by a team of police officials led by ______.
A. SSP Naureen Akbar
B. SSP Suhai Aziz✓
C. SSP Aneela Qadir
D. SSP Fida Hussain Mastoi

121. Terror attack on Chinese Consulate that was carried out on 23rd November 2018 was claimed by ______.
A. TTP
B. Baloch Liberation Army✓
C. Sindhudesh Liberation Army
D. Baluch Liberation Front

122. How many terrorists were killed by security forces in the operation against terror attack on Chinese Consulate on 23rd November 2018?
A. 1 B. 9
C. 3✓ D. 7

123. Which provincial government decided to dissolve Provincial Ehtisab Commission and to transfer the Rs300 million allocated fund of Ehtisab Commission to Anti-Corruption Department?
A. Punjab **B. KP✓**
C. Sindh D. Balochistan

124. The route of new train "Shah Abdul Latif Bhittai Express" will be from ______ to ______.
A. Karachi, Kashmore
B. Karachi, Mirpurkhas✓
C. Karachi, Shahdadpur
D. Karachi, Bhit Shah

125. The route of new train "Sindh Express" will be from __________ to __________.
A. Karachi, Kashmore
B. Karachi, Sukkur✓
C. Karachi, Hyderabad
D. Karachi, Larkana

126. Haji Muhammad Abdul Wahab died on 18th November 2018. He was the chief of which organisation?
A. Dawat-e-Islami
B. Tableeghi Jamaat✓
C. Deobandi Jamaat
D. None of these

127. Final match of PSL-4 was played in __________ on 17th March 2019 as per official announcement by PCB?
A. Lahore B. Karachi✓
C. Abu Dhabi D. Dubai

128. How many matches of PSL-4 were played in Pakistan as per official announcement by PCB?
A. 3 B. 5
C. 8✓ D. 11

129. Pakistan signed MoU with __________ to partially abolish visa requirements on 21st November 2018.
A. Malaysia✓ B. China
C. S.Arabia D. UAE

130. Renowned poetess, writer, Fahmida Riaz passed away at age of_____ on November 21, 2018.
A. 70 B. 73
C. 74 D. 72✓

131. First Pakistani Lady Cop to receive 'Sword of Honour' is_______.
A. Shaista Riffat B. Qurat-ul-Ain
C. Faryal Fareed✓ D. Soniya Noor

132. ICC dismissed Pakistan's case against India that the PCB had filed over BCCI's refusal to play with Team Green. The PCB had filed a compensation claim of __________ dollars?
A. 10 million B. 40 million
C. 70 million✓ D. 100 million

133. How many times [illegible] has borrowed from IM[illegible] Dec 8, 1958?
A. 12 times [illegible] .1 times✓
C. 27 times [illegible] 3 times

134. When did Pakistan became member of IMF?
A. 1947 B. 1948
C. 1950✓ D. 1951

135. Which of the following Company get penalized by Supreme Court amounting for Rs100 million in dam fund?
A. Bahria Town
B. Nestle Pakistan
C. DG Cement✓
D. Dandot Cement

136. Pakistan and __________ signed an agreement to further strengthen their cooperation to deal with transnational organised crime, including drug trafficking, money laundering and human trafficking on 18th November 2018?
A. UAE✓ B. S.Arabia
C. China D. UK

137. Which country has shown its will to collaborate with Pakistan in fight against terrorism by carrying out joint border operations and putting in place an effective intelligence sharing mechanism on 18th November 2018?
A. Iran✓ B. India
C. Afghanistan D. Iraq

138. Which of the following provincial government imposed a ban on the manufacture, sale and purchase of non-biodegradable polythene bags in the province?
A. Punjab B. Sindh✓
C. KP D. Balochistan

Islamic Studies:

Al-Quran: It is the Holy Book which was sent by Allah to Hazrat Muhammad Rasool Allah Khatam-un-Nabiyeen (صلی اللہ علیہ وعلیٰ آلہٖ واصحابہٖ وسلم).

No. of Surahs in Holy Quran	:	114
No. of Paras in Holy Quran	:	30
No. of Ayats in Holy Quran	:	6666 In some books, 6236 Ayats are mentioned)
First Surah in Holy Quran	:	Surah-e-Fatiha
Last Surah in Holy Quran	:	Surah-e-Nas
Longest Surah in Holy Quran	:	Bakra
Shortest Surah in Holy Quran	:	Surah-e- Kausar
First revealed Surah	:	Surah Al-Alaq
The years to complete revelation	:	23 years
Rukoos	:	558 (In some books, 540 Rukoos are mentioned)
Number of Makki Surahs	:	87
Number of Madni Surahs	:	27
Author of Holy Quran	:	Allah Almighty

Name of Prophets mentioned in the Quran:

(1) Hazrat Adam (علیہ السلام)
(2) Hazrat Ayub (علیہ السلام)
(3) Hazrat Dawood (علیہ السلام)
(4) Hazrat Haroon (علیہ السلام)
(5) Hazrat Ibrahim (علیہ السلام)
(6) Hazrat Idrees (علیہ السلام)
(7) Hazrat Isa (علیہ السلام)
(8) Hazrat Ilyas (علیہ السلام)
(9) Hazrat Ishaq (علیہ السلام)
(10) Hazrat Ismail (علیہ السلام)
(11) Hazrat Loot (علیہ السلام)
(12) Hazrat Moosa (علیہ السلام)
(13) Hazrat Nooh (علیہ السلام)
(14) Hazrat Saleh (علیہ السلام)
(15) Hazrat Shuaib (علیہ السلام)
(16) Hazrat Sulaiman (علیہ السلام)
(17) Hazrat Yahya (علیہ السلام)
(18) Hazrat Yaqoob (علیہ السلام)
(19) Hazrat Yusuf (علیہ السلام)
(20) Hazrat Younus (Jones) (علیہ السلام)
(21) Hazrat Zakaria (علیہ السلام)
(22) Hazrat Zulkiff (علیہ السلام)
(23) Hazrat Hood (علیہ السلام)
(24) Hazrat Uzair (علیہ السلام)
(25) Hazrat Sheis (علیہ السلام)
(26) And the Khatam-un-Nabiyeen Prophet Hazrat Muhammad (صلی اللہ علیہ وسلم)

Hazrat Muhammad Rasool Allah Khatam-un-Nabiyeen (صلی اللہ علیہ وعلیٰ آلہٖ واصحابہٖ وسلم):

Date of Birth	:	571 A.D. Makkah
Father's name	:	Hazrat Abdullah
Mother's name	:	Hazrat Aminah Bibi
Grandfather's name	:	Hazrat Abdul Mutalib

Uncle's Name	:	Hazrat Abu Talib
Foster Mother's name	:	Hazrat Halima
First wife's name	:	Hazrat Khadija (رضی اللہ عنہا)
Year of Nabowwat	:	610 A.D.
Year of Hijrat	:	622 A.D. (12th Rabi-ul-Awwal)
Year of Conguest of Makkah	:	629 A.D.
Year of Demise	:	632 A.D.
Age at the time of Nabowwat	:	40 years

Children of Khatam-un-Nabiyeen Holy Prophet (صلی اللہ علیہ وسلم):

SONS	DAUGHTERS
1. Hazrat Qasim (رضی اللہ عنہ)	1. Hazrat Zainab (رضی اللہ عنہا)
2. Hazrat Abdullah (Tahir) (رضی اللہ عنہ)	2. Hazrat Ruqayyah (رضی اللہ عنہا)
3. Hazrat Ibrahim (رضی اللہ عنہ)	3. Hazrat Um-i-Kalsoom (رضی اللہ عنہا)
	4. Hazrat Fatima (رضی اللہ عنہا)

Important Articles of the Faith in Islam:

To believe that there is no God except Allah;
To believe in all of His Angels ;
To believe in all of His Prophets ;
To believe in all of His Books;
To believe in the Day of Resurrection;

Fundamental Principles of Islam: There are five fundamental principles of Islam. They are:

(1) The declaration of La--ila—ha-il--lal-la--hu mu--ham--ma--dur ra--su--lul-lah. This means there is no God but Allah and Muhammad is His Prophet.
(2) The observance of prayers five times a day.
(3) To distribute Zakat among the deserving people.
(4) To observe fast during the day time during the whole month of Ramazan.
(5) To perform Haj at Makkah at least once in life, if circumstances permit.

Kalima:

(1) Kalima Tayyabah	(2) Kalima Shahadat
(3) Kalima Tamjeed	(4) Kalima Tauheed
(5) Kalima Astaghfar	(6) Kalima Rad-e-Kufar

Namaz: It is special way of worship taught by Allah in the Holy Quran elucidated and explained practically by Prophet Muhammad (Peace Be Upon Him).

Fajr	:	04 Rakats	:	2 Sunnat, 2 Farz
Zuhr	:	12 Rakats	:	4 Sunnat, 4 Farz, 2 Sunnat, 2 Nafal
Asr	:	08 Rakats	:	4 Sunnat, 4 Farz
Maghrib	:	07 Rakats	:	3 Farz, 2 Sunnat, 2 Nafal
Isha	:	17 Rakats	:	4 Sunnat, 4 Farz, 2 Sunnat, 2 Nafal, 3 Witr (Wajeb), 2 Nafal

Juma Prayer: It is observed on every Friday.

Fasting: It is one of the five fundamentals of Islam. It means obstinence (Parhez).
Zakat: Zakat is one of the five fundamentals of Islam. It means purity and cleanliness.
Nisab of Zakat

Silver : 52½ tolas Gold : 7½ tolas

Some renowned Muslim Saints and Suffis :

o Hazrat Data Ganj Bakhsh (Syed Ali Hajweri) (رحمۃ اللہ علیہ)	Lahore (Pakistan)
o Hazrat Khwaja Muinuddin Chishti (رحمۃ اللہ علیہ)	Ajmer Sharif India)
o Hazrat Abdul Qadir Jilani (رحمۃ اللہ علیہ)	Baghdad (Iraq)
o Hazrat Shah Jilal (رحمۃ اللہ علیہ)	Sylhet (Bangladesh)
o Hazrat Nizam-ud-Din Aulia (رحمۃ اللہ علیہ)	Delhi (India)
o Hazrat Mujaddid Alf-e-Sani (رحمۃ اللہ علیہ)	Sirhind (India)

Sources of Islamic Laws :

(1) Al-Quran (2) Sunnat (Hadith) (3) Ijma__General consensus of Ulema
(4) Ijtihad (5) Qiyas

Main Sects in Islam:

- **Sunni** are those who follow the teachings of Prophet Muhammad (صلی اللہ علیہ وسلم).
- **Shia** are those who in addition to Prophet's teachings, give special attachment & reverence to Hazrat Ali(رضی اللہ عنہ).

Khulfa-e-Rashedin: The reign of the first four Khulfa of Islam *i.e.*

Name	Period of Khilafat
Hazrat Abu Bakr (رضی اللہ عنہ)	632-634 A.D.
Hazrat Umer (رضی اللہ عنہ)	634-644 A.D.
Hazrat Usman (رضی اللہ عنہ)	644-656 A.D.
Hazrat Ali (رضی اللہ عنہ)	656-661 A.D.

Hazrat Abu Bakr (رضی اللہ عنہ)

Birth	:	573 A.D.
Surname	:	Abu Bakr
Real name	:	Abdullah
Death	:	22 Jamadi-us-Sani (13 Hijra) 634 A.D.
Father's name	:	Usman Abu Qahafa
Mother's name	:	Salma Umm-ul-Khair

Hazrat Umer (رضی اللہ عنہ):

Birth	:	581 A.D.
Surname	:	Abu Hafs
Death	:	644 A.D.
Father's name	:	Khattab ibn Nufayl
Mother's name	:	Hantamah bint Hisham

Hazrat Usman (رضی اللہ عنہ):

Birth	:	573 A.D.
Belong	:	Banu Umayyah
Surname	:	Abu Amar
Father's name	:	Affan
Mother's name	:	Arvi Bint-e-Kuraiz
Death	:	656 A.D.

Hazrat Ali (رضی اللہ عنہ):

Father name	:	Abu Talib
Surname	:	Abu Turab
Death	:	Jan. 27, 661 A.D.
Father's name	:	Abi Talib
Mother's name	:	Fatima bint Asad

Generals in Islamic History :

Abu Sufyan	Abu Ubaidah-bin-Jarah
Amir Hamza	Sad-bin-Waqas
Khalid-bin-Walid	Umer-bin-As
Musa-bin-Naseer	Shanjil-bin-Hassana
Salah-ud-Din	Abdur Rahman-bin-Abu Bakr
Tariq-bin-Ziyad	Akrama-bin-Abu Jahal
Muhammad-bin-Qasim	

Muslim Calendar :

1. Moharram	2. Safar	3. Rabi-ul-Awwal	**4. Rabi-us-Sani**
5. Jamadi-ul-Awwal	6. Jamadi-us-Sani	7. Rajab	**8. Shaaban**
9. Ramazan	10. Shawwal	11. Ziqa'ad	**12. Zilhaj**

Important Angels: Angels are the creatures of Allah and they are made of light. They are invisible.

Hazrat Gibra'il (AS)	Who brought Allah's books, commands and messages to His Prophets.
Hazrat Meka'il (AS)	Incharge of protection and also to bring rains.
Hazrat Israfil (AS)	Who will blow the trumpet on the Day of Judgment.
Hazrat Izra'il (AS)	Incharge of taking the life of living creatures.

Other important Angels :

Kiraman-Katabin	Incharge of right and left shoulders.
Munkar & Nakir	Incharge of grave.

Lineage of the Hazrat Muhammad Rasool Allah Khatam-un-Nabiyeen ([illegible]): Prophet Muhammad (Peace Be Upon Him) was the son of Hazrat Abdullah, who was the son of Hazrat Abdul Mutalib, who was the son of Hazrat Hashim, who was the son of Hazrat Abd Manaf.

Names of the Holy Books:

Taurat	revealed to Prophet Musa (AS).
Zabur	revealed to Prophet Daud (AS).
Injeel	revealed to Prophet Isa (AS).
Quran-al-Karim	revealed to Prophet Muhammad (ﷺ)

Books of Different Religions :

Revealed Religion	**Holy Books**
Islam	Al-Quran
Jewish	Taurat
Christianity	Injeel
Other Religions	
Hinduism	Vedas, Gita Puranas
Zoroastrianism	Zind-a-besta
Buddhism	Tripitak
Sikhism	Guru Granth Sahib

Names of Some Muslim Scholars:

Abu Kamil	A mathematician (Kitab-ul-Hind)
Al Farabi	A philosopher
Al Basudi	Geographer and Encyclopaedists
Al Bairuni	Geographer and Historian
Ibrahim-bin-Sina	Mathematician and Physician
Jabir-bin-Hayan	Chemist
Muhammad-bin-Musa	
Umer-i-Khayam	Mathematician
Yaqub-bin-Tariq	Astronomer
Yaqub Kundi	Musician

Ashra Mubashra: Those who were informed by the Khatam-un-Nabiyeen Holy Prophet (ﷺ) about the award of Paradise for them during their life-time are known as Ashra Mubashra. They are ten in number:

(1) Hazrat Abu Bakr (رضی اللہ عنہ) (2) Hazrat Umer Farooq (رضی اللہ عنہ)
(3) Hazrat Usman (رضی اللہ عنہ) (4) Hazrat Ali (رضی اللہ عنہ)
(5) Hazrat Abu Talha (رضی اللہ عنہ) (6) Hazrat Zubair ibn Awam (رضی اللہ عنہ)
(7) Hazrat Abu Obaida ibn-al-Jarah (رضی اللہ عنہ) (8) Hazrat Abdul Rehman ibn A'uf (رضی اللہ عنہ)
(9) Hazrat Sa'ad ibn Abi Waqas (رضی اللہ عنہ) (10) Hazrat Saeed ibn Zaid (رضی اللہ عنہ)

SACRED PLACES ETC:

Ka'aba: It is the first mosque at Makkah the oldest city in the world. There is a black stone (Hajr-e-Aswad) housed in this mosque. This stone is believed to have been brought from Heaven.

Bait-ul-Mukaddas. It is the Qibla Awwal.

Mount Hira. It is a cave in Makkah where angel Gibra'il for the first time revealed the Message of Allah to our Khatam-un-Nabiyeen Holy Prophet (ﷺ) at the age of 40.

Tur-e-Sina. It is the place (Mount Sinai) where Hazrat Musa (AS) Moses Prophet of Allah received Allah's message.

Janat-ul-Bakee. It is a graveyard where companions of the Khatam-un-Nabiyeen Holy Prophet (ﷺ) are buried.

SOME ISLAMIC TERMS:

1. **Islam.** It means complete submission to the will of Allah *i.e.* to submit to the orders of Allah and act with His commands.
2. **Mumins and Muslims.** Those who believe in Allah and obey Him.
3. **Musthhab.** Which is not clear rather it is correct or not.
4. **Makruh.** Mukruh is that which is not Haraam but is not appreciated.
5. **Kafar.** Anyone who does not believe in Allah, Islam (*i.e.* Tauhid, Prophets, Holy Revealed Books, Angels, Day of Judgment).
6. **Ramazan.** It is one of Islamic months specified for keeping fasts.
7. **Fasts.** They are observed during the holy month of Ramazan.

8. **Miraj Sharif.** One night, our Khatam-un-Nabiyeen Holy P... ...ammad (Peace Be Upon Him) by the order of Allah, travelled from ... o Bait-ul-Muqaddas and then from there to the seven heavens and ... ere Allah wanted him. The Khatam-un-Nabiyeen Holy Prophet (P... ...ited the Paradise and Hell and then returned to Makkah the same nig... ...'s known as Miraj Sharif.
9. **Haraam.** Anything which is legally forbidden and absolutely pr... ...to be so by Dalil-e-Qatai (undeniable argument). One who does it is Fa... ...id deserves punishment.
10. **Makruh Tahrimi.** It is near about Haraam. It is forbidden and proved to be so by Dalil-e-Zanni, but who does not accept it is not Kafir but is very sinful.
11. **Makruh Tanzihi.** It is near about Hilal, the act of which brings God's blessings if avoided. If done, it is bad but not punishable.
12. **Mubah.** It is an act or doing of which brings neither any blessings nor punishment.
13. **Qira'at.** It is the recitation of the Holy Quran.
14. **Iman.** It means belief in Allah and all His qualities, angels, heavenly body and prophets by heart and to believe as true all that the Khatam-un-Nabiyeen Holy Prophet (Peace Be Upon Him) brought from Allah and to proclaim this belief.
15. **Kufr.** It is the act of not believing in any one of the important articles of Iman.
16. **Shirk.** It is the act of making somebody share in Allah's qualities or in his person.
17. **A'itikaf.** Staying in a mosque or at home in a separate room for devotion and prayers is called A'itikaf in the last ten days of the month of Ramazan.
18. **Zakat.** It is that part of the wealth which is given away to the poor according to Allah's order. It is worked out at the rate of 2½% on 7½ Tola gold or 52½ Tola silver which remains with one for full one year.
19. **Sadaqa-e-Fitr.** It is that amount which is paid after the expiry of Ramazan on Eid day as a mark of gratitude. It is worked out equivalent to the marked value of two kilos of wheat on that day, and must be paid before Eid Prayer.

SOME MUSLIM HISTORIANS :

1. Abu Abdullah Muhammad Bin Umer Al-Waqdi, 747 A.D.
2. Ibne Sa'd-Abu Abdullah Al Basri 845 A.D.
3. Ahmed Bin Yahya Bin Jaber Al Balazri, 892 A.D.
4. Ibn Qatbah Abu Abad Muhammad Bin Muslim Al Kuni, 828 A.D. to 889 A.D.
5. Ahmed Bin Abi Yaqub Yaqubi, 897 A.D.
6. Uzzud Din Abdul Hassan Ibne Taser 1160 A.D. to 1234 A.D.
7. Abu Jaffer Muhammad Bin Jareer Tabri, 893 A.D. to 922 A.D.
8. Ibn-e-Khalmqan, 1211 A.D. to 1282 A.D.
9. Ibn-ul-Jozi, 1116 A.D. to 1201 A.D.
10. Ibn-e-Kaseer, 1301 A.D. to 1373 A.D.
11. Jalal-ud-Din Siyuti, 1445 to 1506 A.D.

****

SOME MUSLIM SCHOLARS AND SCIENTISTS

(i) **ALLAMA DR. MUHAMMAD IQBAL (1877-1938):** Born in Sialkot (Pakistan). After taking early education in Pakistan, took his Ph.D. degree from Germany. Regarded as one of the greatest philospher poets of the world. His national poetry inspired the Muslims to freedom. Wrote many poetical works, e.g. Bang-e-Dara, Bal-e-Jibreel, Zarb-e-Kalim, Zabur-e-Ajam etc.

(ii) **Al-FARABI (870-950 A.D.):** Born in Transoxiana in 870 A.D. He travelled widely and studied Aristotle and Plato and wrote many commentaries on these Greek philosphers. His works include al-Siyasha-al-Madaniyah (a treatise on political economy), Risala Fusus-al-Hakima (Gems of Wisdom) and Kitab-al-Musiqi-al-Kabir.

(iii) **AL-RAZI (865-925 A.D.):** Born at Rayy (Iran) in 865 A.D. He is regarded as one of the greatest physicians of medieval age. His books on medical science include Kitab-al-Hawi (the comprehensive book) in 20 volumes and Kitab-al-Asrar (the book of secrets).

(iv) **IBN-ARABI (1165-1240 A.D.):** Born in Murcia (Spain) in 1165 A.D. He was a great scholar, mystic and theologian. He travelled extensively and visited Baghdad, Mosal, Egypt, Asia Minor and Arabia. His book Al-Futuhat Al-Makkiya (Makkah Revelations) is very important.

(v) **IBN-KHALDUN (1332-1406 A.D.):** Born in Tunis in 1332 A.D. He is ranked among the greatest historians of all ages. Considered as the father of sociology. His Muqaddimah (Preface) of his work Kitab-al-Ibar contains his theory about the rise and fall of societies. He also served as Grand Qazi of Egypt.

(vi) **IBN-SINA (980-1037 A.D.):** Born near Bukhara. He was the greatest Muslim physician and scholar. Known as Avicenna in Europe. He wrote many works of which Kitab-ul-Shifa (the book of healing) and Kitab-ul-Insaf are important treatises on medicine and philosophy respectively.

(vii) **JABIR IBN-HAYYAN (777-813 A.D.):** Born near Kufah in 777 A.D. Discovered Sulphuric Acid, Nitric Acid, Aqua Regia etc. Regarded as the father of Chemistry. He obtained many substances like Antimony, Soda, Boric, Arsenic and Alum in pure form. His works include Kitab-al-Tajmi (Book of Concentration), Kitab-al-Rahmah and al-Zibaq-al-Sharqi.

****

THE HOLY QURAN & HADITH

Q. What is the importance of the Holy Quran?

Ans. The Holy Quran is the sacred book which was revealed to the Khatam-un-Nabiyeen Holy Prophet Muhammad (ﷺ). This divine book comprises of precepts of Islam which serve as a code of conduct for the Muslims. Billions of Muslims all over the world recite Holy Quran regularly. Thus it is the book which is read by majority of the world population.

Q. Which angel brought the divine revelation to the Khatam-un-Nabiyeen Holy Prophet (ﷺ)?

Ans. Hazrat Jibrael (AS).

Q. What was the age of the Khatam-un-Nabiyeen Holy Prophet (ﷺ) when he received the first revelation?

Ans. Forty years.

Q. **At which place, the Khatam-un-Nabiyeen Holy Prophet (ﷺ) received the first revelation?**
Ans. Cave Hira (Ghar-e-Hira).
Q. **What was the first revelation?**
Ans. Translation, "Read in the name of Allah".
Q. **In which month, the Khatam-un-Nabiyeen Holy Prophet (ﷺ) received the first revelation?**
Ans. On the 17th of the month of Ramadan.
Q. **How much time it took for the complete revelation of the Holy Quran?**
Ans. 22 years, 2 months and 22 days.
Q. **What is the total number of Paras in the Holy Quran?**
Ans. Thirty.
Q. **What is the total number of Surahs in the Holy Quran?**
Ans. 114.
Q. **What is the number of Ayats in Holy Quran?**
Ans. 6236 (In some books the no. of Ayats is given 6666).
Q. **Which is the first Surah of the Holy Quran?**
Ans. Surah Al-Fatah.
Q. **Which is the last Surah of the Holy Quran?**
Ans. Surah Al-Nas.
Q. **Which is the longest Surah of the Holy Quran?**
Ans. Surah Al-Baqrah.
Q. **Which is the shortest Surah of the Holy Quran?**
Ans. Surah Al-Kausar.
Q. **Name the Surah of the Holy Quran which was first revealed to the Khatam-un-Nabiyeen Holy Prophet (ﷺ).**
Ans. Surah Al-Alaq.
Q. **Which Surah was the last to be revealed?**
Ans. Surah Al-Nasr.
Q. **What is the number of Makki Surahs?**
Ans. 87.
Q. **What is the number of Madni Surahs?**
Ans. 27.
Q. **What is the name of those words in the Holy Quran whose meaning was not disclosed by the Khatam-un-Nabiyeen Holy Prophet (ﷺ)?**
Ans. Haroof-e-Mukatiyat.
Q. **How many stages are there in the Holy Quran?**
Ans. Seven stages.
Q. **What is the name of the night in which the Holy Quran was first revealed?**
Ans. Laila-tul-Qadar.
Q. **What is the number of Surahs in the first stage of the Holy Quran?**
Ans. Seven.
Q. **How many Surahs are there in the second stage of the Holy Quran?**
Ans. Five.
Q. **What is the total number of Surahs in the third, fourth, fifth, sixth and seventh stage of the Holy Quran?**
Ans. Seven, Fifteen, Eleven, Thirteen and Fifty-Six, respectively.
Q. **What is the total number of "Ruku" in the Holy Quran?**
Ans. 558 (According to some books 540).
Q. **What is the total number of Ayat-e-Waada in the Holy Quran?**
Ans. 1,000.
Q. **What is the total number of Ayat-e-Tasbeeh in the Holy Quran?**
Ans. 100.
Q. **What is the total number of Sajdah-e-Talawat in the Holy Quran?**
Ans. Fourteen.
Q. **What is the total number of Alphabets (Haroof) in the Holy Quran?**
Ans. 32,06,270.
Q. **What is the total number of Kalimat in the Holy Quran?**
Ans. 86,430.
Q. **Which Surah is called "Bab-ul-Quran"?**
Ans. Surah Al-Fatah.
Q. **For how many times advice has**

been given for the prayer (Salat)?

Ans. Seven hundred (700).

Q. Which Surah is called the Heart of Holy Quran?

Ans. Surah Yaseen.

Q. Which Sahabi (Companion) was the first Hafiz of the Holy Quran?

Ans. Hazrat Usman (رضی اللہ عنہ).

Q. Which Para contains the first Sajidah Talawat?

Ans. Para number nine.

Q. How many Parahs of Holy Quran commence with Haroof-e-Mukatiyat?

Ans. Two.

Q. How many Surahs start with Haroof-e-Mukatiyat?

Ans. Five.

Q. Which Surah of Holy Quran does not begin with Bismillah?

Ans. Surah Al-Taubah.

Q. According to Surah Al-Younas in how many days Allah created the universe?

Ans. Six days.

Q. How many doors does the Hell has according to the Holy Quran?

Ans. Seven.

Q. Which Surah is named after the name of a canal in the Paradise?

Ans. Surah Al-Kausar.

Q. Which Surah contains the mention of Yajooj Majooj?

Ans. Surah Al-Ambia.

Q. Which Surah was being recited by the sister of Hazrat Umer (رضی اللہ عنہ) after listening to which he embraced Islam?

Ans. Surah Al-Taha.

Q. Which Surah had been recited by Hazrat Jaffar Tayyar before King Najashi?

Ans. Surah Al-Mariam.

Q. How many Surahs of the Holy Quran begin with the word "Subhan"?

Ans. Seven.

Q. Which Surah was completed first of all?

Ans. Surah Al-Fatah.

Q. What is meant by Rooh-ul-Amin?

Ans. It is the title of Hazrat Jibrael (AS) as mentioned in the Holy Quran.

Q. Which Caliph started the work of the compilation of the Holy Quran in written form?

Ans. Hazrat Abu Bakr (رضی اللہ عنہ).

Q. Which Parah of the Holy Quran contains the first Sajdah-e-Talawat?

Ans. Parah Number Nine.

Q. Which Sahabi (Companion of Khatam-un-Nabiyeen Holy Prophet) is given the name of Jamia-ul-Quran?

Ans. Hazrat Usman Ghani (رضی اللہ عنہ).

Q. What is the number of the Sahaba Karam who got the honour of writing the divine revelation?

Ans. 35.

Q. What is the number of the Muslim ladies who learnt the Holy Quran by heart (Hafiz-e-Quran) during the period of the Khatam-un-Nabiyeen Holy Prophet (ﷺ)?

Ans. Four ladies namely:

(1) Umul Momineen Hazrat Ayeshah Siddiqah (رضی اللہ عنہا).

(2) Umul Momineen Hazrat Hifsa (رضی اللہ عنہا).

(3) Umul Momineen Hazrat Um-e-Salma (رضی اللہ عنہا).

(4) Ume Warqa bin Naufal (رضی اللہ عنہا).

Q. Who translated Holy Quran into the Persian language?

Ans. The Holy Quran was translated into Persian by Hazrat Shah Wali Ullah.

Q. When was the Holy Quran first translated into Urdu?

Ans. Hazrat Shah Rafi-ud-Din translated the Holy Quran into Urdu in the year 1776.

Q. In which language was the Holy Quran translated first of all?

Ans. Latin language

Q. In which year, the Holy Quran was recorded in the Kufi script?

Ans. 160 A.H.

Q. Give the name of the stage of the Holy Quran in which Surah Al-Yaseen is located.
Ans. In the 5th stage.
Q. How many Surahs of the Holy Quran consist of only one Ruku each?
Ans. 36 Surahs.
Q. Which Ghazwah has been mentioned in the Surah Al-Imran?
Ans. Ghazwah Uhad (Battle of Uhad).
Q. Magicians of which country have been mentioned in Surah Al-Airaf?
Ans. Egypt.
Q. In which Ayat of Surah Al-Hood, Hazrat Noah (AS) was ordered to prepare a boat?
Ans. 37th Ayat of Surah Al-Hood.
Q. What is the colour of the clothes of the resident of Paradise?
Ans. Green.
Q. Give the name of that Surah of the Holy Quran which contains Bismillah twice.
Ans. Surah Al-Namal.
Q. Which Surah contains the narrative of the defeat of Abraha?
Ans. Surah Al-Feel.

AL-HADITH

Q. What is the literal meaning of the term Al-Hadith?
Ans. [illegible] the saying of the Khatam-un-Nabiyeen Holy Prophet (ﷺ) which is narrated by any of his Companions (Sahaba Karam).
Q. What is a Musnad?
Ans. It is a type of Hadith in which narration reaches a Sahabi through authenticated narrators in a continuous manner.
Q. What is "Musalsal Halaf"?
Ans. It is a Hadith in which all narrators take hand in hand while narrating in order to give surety.
Q. Define "Musalsal Aleed".
Ans. In this type of Hadith, all narrators take hand in hand while narrating to give surety.
Q. What is Hadith Mutasil?
Ans. In this Hadith, chain of narrators is complete without a break.
Q. Define "Hadith Munqatah".
Ans. In Hadith Munqatah, the chain of narrators is broken at a Tabee.
Q. What is Hadith Mursil?
Ans. In this Hadith, the chain of narration should break at a Sahabi only viz. the Tabee must quote directly from the Khatam-un-Nabiyeen Holy Prophet (ﷺ).
Q. What is Hadith Muzil?
Ans. In this Hadith, two or more than two narrators may be unknown.
Q. What is Hadith Mu'anan?
Ans. In this Hadith, a narrator must use the word UN while narrating.
Q. Define Hadith Muajam?
Ans. It is the Hadith in which the narrator does not know the name of another narrator and uses the word 'Rajal'.
Q. Give the names of the six books which are called Sahah-e-Sitta.
Ans.
(1) Sahih Bukhari
(2) Sahih Muslim
(3) Sunan Abu Daud
(4) Sunan Tirmzi
(5) Sunan Nisai
(6) Sunan Ibn-e-Majah
Q. What is Sahih Bukhari?
Ans. It is considered the most authentic book on Hadith. Imam Muhammad bin Ismail Bukhari compiled this book which comprises of 9,082 Ahadith.
Q. What is Sahih Muslim?
Ans. Imam Muslim Qasheeri Nishapuri compiled this work which consists of about 4,000 Ahadith. Sahih Muslim is regarded as the second most

authentic work after Sahih Bukhari.

Q. Throw light on Sunan 'Tirmzi'.

Ans. It is a collection of Ahadith which was compiled by Imam Muhammad bin Isa Tirmzi.

Q. What is Sunan Abu Daud?

Ans. Imam Abu Daud Sajistani compiled this work of Ahadith. There are 4,800 Ahadith in this collection.

Q. What is Sunan Nisai?

Ans. This collection of Ahadith is the work of Imam Abu Abdul Rehman Ahmed bin Shoaib Nisai. It contains 5,761 Ahadith.

Q. Sunan Ibn-e-Majah is great work of Hadith which is distinguish for its beautiful arrangement. Comment.

Ans. Imam Muhammad Abu Abdullah Ibn Majah compiled this work which comprises of 4,000 Ahadith. In this book, the Ahadith have been arranged in a beautiful manner.

Q. What is the importance of Ahadith?

Ans. Hadith is the second most authentic source of Islamic jurisprudence.

Q. Give the types of Hadith in term of meaning.

Ans. There are three types:
(1) Hadith Qauli (2) Hadith Faeli (3) Hadith Taqriri

Q. Give the types of Hadith in term of 'Sanad'.

Ans. There are three types:
(1) Hadith Marfu (2) Hadith Mauqoof (3) Hadith Maqtu

Q. Give the types of Hadith in term of narrators.

Ans. There are four types:
(1) Hadith Matwatar (2) Hadith Mashhoor (3) Hadith Aziz (4) Hadith Ghareeb

Q. What is Sahih?

Ans. It is the Hadith whose narrators are Adil and whose sanad is Mutasil.

Q. Give the number of Ahadith which have been narrated by Hazrat Abu Hurairah (رضی اللہ عنہ).

Ans. 5,374.

Q. How many Ahadith are related to Hazrat Ayeshah (رضی اللہ عنہا)?

Ans. 2,210.

Q. What is meant by the word Tabaeen?

Ans. The Tabi'un-meaning "followers" – are the generation of Muslims who were born after the passing of Prophet Muhammad (ﷺ) but who were contemporaries of the Sahaba ("companions").

Q. Give the names of Aema Muhaddaseen.

Ans. Imam Abu Hanifah, Imam Ahmed bin Hanbal, Asad bin Musa, Usman bin Abi Shaibah and Ishaq bin Rahu etc.

Expected Questions Sure Shot+

1. In which Surah of Quran, there is mention of Zulqarnain?
(A) A'ssuff (B) Alkahaf✓
(C) Al Mujadala (D) Al Imran
2. Muslims are the best of all due to:
(A) Justice (B) Simplicity
(C) Truthfulness✓ (D) Moderation
3. Sahib Us-Ser is the nickname of:
(A) Hazrat Huzaifa (R.A)✓
(B) Hazrat Uqba (R.A)
(C) Hazrat Saad (R.A)
(D) Hazrat Khuzaifa (R.A)
4. Masjid-e-Khaif is located in:
(A) Muzdalifa (B) Arafat
(C) Mina✓ (D) None
5. Ghassel-ul-Malaika is the title of:
(A) Hazrat Abu Talha (R.A)
(B) Hazrat Khuzaifa (R.A)
(C) Hazrat Hanzala (R.A)✓
(D) Hazrat Jaffar (R.A)
6. Who was the grandfather of the Khatam-un-Nabiyeen Holy Prophet (PBUH)?
(A) Hazrat Abu Talib
(B) Hazrat Abbas (RA)
(C) Hazrat Abdul Muttalib✓
7. Who was a historian, jurist, philosopher, as well as a politician?
(A) Shams-ud-Din Ibn-i-Khalkan
(B) Abdur Rehman Ibn Khaldoon✓
(C) Abu Bakar Muhammad Ibn-i-Yahya
8. When law of inheritence was revealed?
(A) Three Hijrah
(B) Four Hijrah✓
(C) Five Hijrah (D) Six Hijrah
9. Who was the last Commander-in-Chief for Ghazwa-e-Mautah?
(A) Hazrat Khalid bin Waleed (R.A)✓
(B) Abdur Rehman bin Auf (R.A)
(C) Abdullah bin Rawaha (R.A)
10. Whose title is Asad-ullah?
(A) Omar (R.A) (B) Ali (R.A) ✓
(C) Usman (R.A)
11. Who was born inside Kaaba?
(A) Zaid (R.A) (B) Usman (R.A)
(C) Ali (R.A) ✓
12. Ali (R.A) was married to Fatima (R.A) in?
(A) 5 Hijrah (B) 2 Hijrah✓
(C) 4 Hijrah
13. Africa was conquered in the reign of?
(A) Omar (R.A)
(B) Usman (R.A)✓
(C) Ali (R.A)
14. Hazrat Usman (R.A) migrated?
(A) Thrice (B) Once (C) Twice✓
15. Corpse of Usman (R.A) remained unburied for?
(A) 3 days✓ (B) 5 days
(C) 1 days
16. Usman (R.A) was younger to the Prophet (S.A.W) by?
(A) 3 years (B) 4 years
(C) 5 years✓
17. Who liberated Bilal (R.A)?
(A) Omar (R.A)
(B) Abu Bakr (R.A) ✓
(C) Ali (R.A)
18. First to accept Islam among men was?
(A) Ali (R.A)✓ (B) Zaid (R.A)
(C) Abu Bakr (R.A)
19. Younas (A.S) remained in the belly of the whale?
(A) 20 days (B) 40 days✓
(C) 10 days
20. Messengers mentioned in the Quran are?
(A) 23 (B) 25✓
(C) 28
21. Which Prophet is most mentioned in the Holy Quran?
(A) Jesus (A.S)
(B) Dawood (A.S)
(C) Moses (A.S) ✓
22. "Sahaif" revealed on Idress (A.S)

were?
(A) 30✓ (B) 40
(C) 50

23. Who is called "Khateeb-ul-Anbia"?
(A) Hood (A.S) (B) Nuh (A.S)
(C) Shoaib (A.S) ✓

24. Who could play flute very well?
(A) Hood (A.S)✓ (B) Nuh (A.S)
(C) Yaqoob (A.S)

25. Who is called "Zul-Nun"?
(A) Moosa (A.S)
(B) Younas (A.S)✓
(C) Jesus (A.S)

26. Which Messenger made "Soap"?
(A) Younas (A.S) (B) Nuh (A.S)
(C) Saleh (A.S) ✓

27. "Sahaif" revealed on Ibrahim (A.S) were?
(A) 3✓ (B) 4
(C) 5

28. Ayub (A.S) was well-known for?
(A) Tolerance (B) Patience✓
(C) Love

29. How many Prophets came to Bani-Israil?
(A) 50 thousand (B) 60 thousand
(C) 70 thousand✓

30. Who conquered Egypt?
(A) Amar bin Al-Aas (R.A)✓
(B) Ali (R.A) (C) Usman (R.A)

31. Banu Ghassan is in?
(A) Iraq✓ (B) Syria
(C) Egypt

32. Battle of Yamama was fought against?
(A) Romans (B) Egyptians
(C) Musalima Kazzab✓

33. Who penned down peace treaty on the conquest of Jerusalem?
(A) Omar (R.A)✓ (B) Ali (R.A)
(C) Khalid Bin Walid (R.A)

34. Koofa was built on the orders of?
(A) Usman (R.A) (B) Ali (R.A)
(C) Omar (R.A)✓

35. Tripoli was conquered in the reign of?
(A) Usman (R.A)✓ (B) Omar (R.A)
(C) Ali (R.A)

36. Which battle decided the fate of Syria?
(A) Badr (B) Yarmuk
(C) Hunain✓

37. Omar (R.A) established regular military institution in?
(A) 10 Hijrah (B) 13 Hijrah
(C) 15 Hijrah✓

38. Muslims martyred in the war against Musalima Kazzab were?
(A) 12000 (B) 1500
(C) 1300
(D) 1000✓

39. When Usman (R.A) accepted Islam, what was his age?
(A) 30 years (B) 34 years✓
(C) 40 years

40. Abu Ayub Ansari (R.A) is buried in?
(A) Mecca (B) Egypt
(C) Constantinople✓

41. Which battle was fought between Ali (R.A) and Ameer Muawiya (R.A)?
(A) Safeen✓ (B) Jaml (C) Mota

42. Mother of Hazrat Ali (R.A) was?
(A) Asma (R.A)
(B) Fatima (R.A)✓
(C) Salma (R.A)

43. Bait-ul-Muqaddas was conquered in the reign of?
(A) Abu Bakr (R.A) (B) Ali (R.A)
(C) Omar (R.A)✓

44. Wife of Usman (R.A) was?
(A) Nayla (R.A)
(B) Ruqayya (R.A)✓
(C) Zainab (R.A)

45. Length of the Ameer-ul-Momenin canal is?
(A) 90 miles (B) 99 miles✓
(C) 79 miles

46. Rate of Zakat is?
(A) 2% (B) 3% (C) 2 1/2%✓

47. House of Usman (R.A) remained besieged for?
(A) 40 days✓ (B) 45 days
(C) 30 days

48. Ali (R.A) changed his capital from Madina to?
(A) Syria (B) Koofa✓
(C) Basra

49. Khusro Pervaiz was the king of?
(A) Rome (B) Egypt
(C) Iran✓

50. Najeebullah is the title of:
(A) Hazrat Yahya (AS)
(B) Hazrat Yaqoob (AS)
(C) Hazrat Shoaib (AS)
(D) None✓

Geography:

Geography is a field of science devoted to the study of the lar[illegible] [illegible]atures, the inhabitants, and the phenomena of Earth. The first person to [illegible] [illegible] word "γεωγραφία" was Eratosthenes (276–194 BC). Geography is an all[illegible] [illegible]npassing discipline that seeks an understanding of the Earth and its hum[illegible] [illegible]nd natural complexities—not merely where objects are, but how they have change[illegible] [illegible]nd come to be. It is often defined in terms of the two branches of human geograph[illegible] [illegible]physical geography. The four historical traditions in geographical research are: spatial analyses of natural and the human phenomena, area studies of places and regions, studies of human-land relationships, and the Earth sciences. Geography has been called "the world discipline" and "the bridge between the human and the physical sciences".

Introduction

Geography is a systematic study of the Earth and its features. Traditionally, geography has been associated with cartography and place names. Although many geographers are trained in toponymy and cartology, this is not their main preoccupation. Geographers study the space and the temporal database distribution of phenomena, processes, and features as well as the interaction of humans and their environment. Because space and place affect a variety of topics, such as economics, health, climate, plants and animals, geography is highly interdisciplinary. The interdisciplinary nature of the geographical approach depends on an attentiveness to the relationship between physical and human phenomena and its spatial patterns.

Names of places...are not geography...know by heart a whole gazetteer full of them would not, in itself, constitute anyone a geographer. Geography has higher aims than this: it seeks to classify phenomena (alike of the natural and of the political world, in so far as it treats of the latter), to compare, to generalize, to ascend from effects to causes, and, in doing so, to trace out the laws of nature and to mark thei[illegible] [illegible]ences upon man. This is 'a description of the world'—that is Geography. In a wo[illegible] [illegible]eogr[illegible]hy is a Science—a thing not of mere names but of argument and reaso[illegible] [illegible] effect.

Geography as a discipline can be split broadly into two m[illegible] [illegible]sidiary fields: human geography and physical geography. The former largely focu[illegible] [illegible] built environment and how humans create, view, manage, and influence spac[illegible] [illegible] latter examines the natural environment, and how organisms, clima[illegible] [illegible] water, and landforms produce and interact. The difference between these appr[illegible] [illegible]ed to a third field, environmental geography, which combines physical and hu[illegible] [illegible]ography and concerns the interactions between the environment and humans.

BRANCHES

Physical geography

Physical geography (or physiography) focuses on geography [illegible] [illegible] earth science. It aims to understand the physical problems and the issues of lithosphere, hydrosphere, atmosphere, pedosphere, and global flora and fauna patterns (biosphe[illegible]

Human geography

Human geography is a branch of geography that focuses on the study of patterns and processes that shape the human society. It encompasses the human, political, cultural, social, and economic aspects.

Human geography can be divided into many broad categories, such as:

Various approaches to the study of human geography have also arisen through time and include:

- Behavioral geography
- Feminist geography
- Culture theory
- Geosophy

Integrated geography

Integrated geography is concerned with the description of the spatial interactions between humans and the natural world. It requires an understanding of the traditional aspects of physical and human geography, as well as the ways that human societies conceptualize the environment. Integrated geography has emerged as a bridge between the human and the physical geography, as a result of the increasing specialisation of the two sub-fields. Furthermore, as human relationship with the environment has changed as a result of globalization and technological change, a new approach was needed to understand the changing and dynamic relationship. Examples of areas of research in the environmental geography include: emergency management, environmental management, sustainability, and political ecology.

Geomatics

Geomatics is concerned with the application of computers to the traditional spatial techniques used in cartography and topography. Geomatics emerged from the quantitative revolution in geography in the mid-1950s. Today, geomatics methods include spatial analysis, Geographic information systems (GIS), Remote sensing, and Global positioning systems (GPS). Geomatics has led to a revitalization of some geography departments, especially in Northern America where the subject had a declining status during the 1950s.

Regional geography

Regional geography is concerned with the description of the unique characteristics of a particular region such as it natural or human elements. The main aim is to understand, or define the uniqueness, or character of a particular region that consists of natural as well as human elements. Attention is paid also to regionalization, which covers the proper techniques of space delimitation into regions.

Related fields

- Urban planning, regional planning, and spatial planning: Use the science of geography to assist in determining how to develop (or not develop) the land to meet particular criteria, such as safety, beauty, economic opportunities, the preservation of the built or natural heritage, and so on. The planning of towns, cities, and rural areas may be seen as applied geography.

- Regional science: In the 1950s, the regional science movement led by Walter Isard arose to provide a more quantitative and analytical base to geographical questions, in contrast to the descriptive tendencies of traditional geography programs. Regional science comprises the body of knowledge in which the spatial dimension plays a fundamental role, such as regional economics, resource management, location theory, urban and regional planning, transport and communication, human geography, population distribution, landscape ecology, and environmental quality.
- Interplanetary Sciences: While the discipline of geography is normally concerned with the Earth, the term can also be informally used to describe the study of other worlds, such as the planets of the Solar System and even beyond. The study of systems larger than the Earth itself usually forms part of Astronomy or Cosmology. The study of other planets is usually called planetary science. Alternative terms such as Areology (the study of Mars) have been proposed but are not widely used.

Techniques

As spatial interrelationships are key to this synoptic science, maps are a key tool. Classical cartography has been joined by a more modern approach to geographical analysis, computer-based geographic information systems (GIS).

In their study, geographers use four interrelated approaches:

- Systematic — Groups geographical knowledge into categories that can be explored globally.
- Regional — Examines systematic relationships between categories for a specific region or location on the planet.
- Descriptive — Simply specifies the locations of features and populations.
- Analytical — Asks *why* we find features and populations in a specific geographic area.

Cartography

Cartography studies the representation of the Earth's surface with abstract symbols (map making). Although other subdisciplines of geography rely on maps for presenting their analyses, the actual making of maps is abstract enough to be regarded separately. Cartography has grown from a collection of drafting techniques into an actual science.

Cartographers must learn cognitive psychology and ergonomics to understand which symbols convey information about the Earth most effectively, and behavioural psychology to induce the readers of their maps to act on the information. They must learn geodesy and fairly advanced mathematics to understand how the shape of the Earth affects the distortion of map symbols projected onto a flat surface for viewing. It can be said, without much controversy, that cartography is the seed from which the larger field of geography grew. Most geographers will cite a childhood fascination with maps as an early sign they would end up in the field.

Geographic information systems

Geographic information systems (GIS) deal with the storage of information about the Earth for automatic retrieval by a computer, in an accurate manner appropriate to the information's purpose. In addition to all of the other subdisciplines of geography, GIS specialists must understand computer science and database systems. GIS has revolutionized the field of cartography: nearly all mapmaking is now done with the assistance of some form of GIS software. GIS also refers to the science of using GIS software and GIS techniques to represent, analyse, and predict the spatial relationships. In this context, GIS stands for Geographic Information Science.

Remote sensing

Remote sensing is the science of obtaining information about Earth features from measurements made at a distance. Remotely sensed data comes in many forms, such as satellite imagery, aerial photography, and data obtained from hand-held sensors. Geographers increasingly use remotely sensed data to obtain information about the Earth's land surface, ocean, and atmosphere, because it: a) supplies objective information at a variety of spatial scales (local to global), b) provides a synoptic view of the area of interest, c) allows access to distant and inaccessible sites, d) provides spectral information outside the visible portion of the electromagnetic spectrum, and e) facilitates studies of how features/areas change over time. Remotely sensed data may be analysed either independently of, or in conjunction with other digital data layers (e.g., in a Geographic Information System).

Quantitative methods

Geostatistics deal with quantitative data analysis, specifically the application of statistical methodology to the exploration of geographic phenomena. Geostatistics is used extensively in a variety of fields, including hydrology, geology, petroleum exploration, weather analysis, urban planning, logistics, and epidemiology. The mathematical basis for geostatistics derives from cluster analysis, linear discriminant analysis and non-parametric statistical tests, and a variety of other subjects. Applications of geostatistics rely heavily on geographic information systems, particularly for the interpolation (estimate) of unmeasured points. Geographers are making notable contributions to the method of quantitative techniques.

Qualitative methods

Geographic qualitative methods, or ethnographical research techniques, are used by human geographers. In cultural geography there is a tradition of employing qualitative research techniques, also used in anthropology and sociology. Participant observation and in-depth interviews provide human geographers with qualitative data.

History

The oldest known world maps date back to ancient Babylon from the 9th century BC. The best known Babylonian world map, however, is the *Imago Mundi* of 600 BC. The map as reconstructed by Eckhard Unger shows Babylon on the Euphrates, surrounded by a circular landmass showing Assyria, Urartuand several cities, in turn surrounded by a "bitter river" (Oceanus), with seven islands arranged around it so as to form a seven-pointed star. The accompanying text mentions seven outer regions beyond the encircling ocean. The descriptions of five of them have survived. In contrast to

the *Imago Mundi*, an earlier Babylonian world map dating back to ... ntury BC depicted Babylon as being further north from the center of the wc... ...ough it is not certain what that center was supposed to represent.

The ideas of Anaximander (c. 610 BC-c. 545 BC): considered by later Greek writers to be the true founder of geography, come to us through fragments quoted by his successors. Anaximander is credited with the invention of the gnomon, the simple, yet efficient Greek instrument that allowed the early measurement of latitude. Thales is also credited with the prediction of eclipses. The foundations of geography can be traced to the ancient cultures, such as the ancient, medieval, and early modern Chinese. The Greeks, who were the first to explore geography as both art and science, achieved this through Cartography, Philosophy, and Literature, or through Mathematics. There is some debate about who was the first person to assert that the Earth is spherical in shape, with the credit going either to Parmenides or Pythagoras. Anaxagoras was able to demonstrate that the profile of the Earth was circular by explaining eclipses. However, he still believed that the Earth was a flat disk, as did many of his contemporaries. One of the first estimates of the radius of the Earth was made by Eratosthenes.

The first rigorous system of latitude and longitude lines is credited to Hipparchus. He employed a sexagesimal system that was derived from Babylonian mathematics. The meridians were sub-divided into 360°, with each degree further subdivided 60' (minutes). To measure the longitude at different location on Earth, he suggested using eclipses to determine the relative difference in time. The extensive mapping by the Romans as they explored new lands would later provide a high level of information for Ptolemy to construct detailed atlases. He extended the work of Hipparchus, using a grid system on his maps and adopting a length of 56.5 miles for a degree.

From the 3rd century onwards, Chinese methods of geographical study and writing of geographical literature became much more complex than what was found in Europe at the time (until the 13th century). Chinese geographers such as Liu An, Pei Xiu, Jia Dan, Shen Kuo, Fan Chengda, Zhou Daguan, and Xu Xiake wrote important treatises, yet by the 17th century advanced ideas and methods of Western-style geography were adopted in China.

During the Middle Ages, the fall of the Roman empire led to a shift in the evolution of geography from Europe to the Islamic world. Muslim geographers such as Muhammad al-Idrisi produced detailed world maps (such as Tabula Rogeriana), while other geographers such as Yaqut al-Hamawi, Abu Rayhan Biruni, Ibn Battuta, and Ibn Khaldun provided detailed accounts of their journeys and the geography of the regions they visited. Turkish geographer, Mahmud al-Kashgari drew a world map on a linguistic basis, and later so did Piri Reis (Piri Reis map). Further, Islamic scholars translated and interpreted the earlier works of the Romans and the Greeks and established the House of Wisdom in Baghdad for this purpose. Abū Zayd al-Balkhī, originally from Balkh, founded the "Balkhī school" of terrestrial mapping in Baghdad. Suhrāb, a late tenth century Muslim geographer accompanied a book of geographical coordinates, with instructions for making a rectangular world map with equirectangular projection or cylindrical equidistant projection.

Abu Rayhan Biruni (976-1048) first described a polar equi-azimuthal equidistant projection of the celestial sphere. He was regarded as the most skilled when it came to

mapping cities and measuring the distances between them, which he did for many cities in the Middle East and the Indian subcontinent. He often combined astronomical readings and mathematical equations, in order to develop methods of pin-pointing locations by recording degrees of latitude and longitude. He also developed similar techniques when it came to measuring the heights of mountains, depths of the valleys, and expanse of the horizon. He also discussed human geography and the planetary habitability of the Earth. He also calculated the latitude of Kath, Khwarezm, using the maximum altitude of the Sun, and solved a complex geodesic equation in order to accurately compute the Earth's circumference, which were close to modern values of the Earth's circumference. His estimate of 6,339.9 km for the Earth radius was only 16.8 km less than the modern value of 6,356.7 km. In contrast to his predecessors, who measured the Earth's circumference by sighting the Sun simultaneously from two different locations, al-Biruni developed a new method of using trigonometric calculations, based on the angle between a plain and mountain top, which yielded more accurate measurements of the Earth's circumference, and made it possible for it to be measured by a single person from a single location.

The European Age of Discovery during the 16th and the 17th centuries, where many new lands were discovered and accounts by European explorers such as Christopher Columbus, Marco Polo, and James Cook revived a desire for both accurate geographic detail, and more solid theoretical foundations in Europe. The problem facing both explorers and geographers was finding the latitude and longitude of a geographic location. The problem of latitude was solved long ago but that of longitude remained; agreeing on what zero meridian should be was only part of the problem. It was left to John Harrison to solve it by inventing the chronometer H-4 in 1760, and later in 1884 for the International Meridian Conference to adopt by convention the Greenwich meridian as zero meridian.

The 18th and the 19th centuries were the times when geography became recognized as a discrete academic discipline, and became part of a typical university curriculum in Europe (especially Paris and Berlin). The development of many geographic societies also occurred during the 19th century, with the foundations of the Société de Géographie in 1821, the Royal Geographical Society in 1830, Russian Geographical Society in 1845, American Geographical Society in 1851, and the National Geographic Society in 1888. The influence of Immanuel Kant, Alexander von Humboldt, Carl Ritter, and Paul Vidal de la Blache can be seen as a major turning point in geography from a philosophy to an academic subject.

Over the past two centuries, the advancements in technology with computers have led to the development of geometrics. and new practices such as participant observation and geostatistics being incorporated into geography's portfolio of tools. In the West during the 20th century, the discipline of geography went through four major phases: environmental determinism, regional geography, the quantitative revolution, and critical geography. The strong interdisciplinary links between geography and the sciences of geology and botany, as wellas economics, sociology and demographics have also grown greatly, especially as a result of Earth System Science that seeks to understand the world in a holistic view.

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Expected Questions FOR COMING EXAMS.

1. Instrument used for the measurement of wind speed is called:
   (A) Altimeter (B) Barometer
   (C) Anemometer✓ (D) None of these
2. Vernal equinox occurs on:
   (A) December 21 (B) September 23
   (C) June 21 (D) **None of these✓**
3. Atmospheric pressure at sea level is:
   (A) 750 mm. (B) **760 mm.✓**
   (C) 770 mm. (D) None of these
4. When there is an active upward ascent of lighter warm air over the cold dense air, the front is called:
   (A) Cold front (B) **Warm front✓**
   (C) Occuluded front (D) None of these
5. On 21st of June, the Sun shines vertically on the:
   (A) Tropic of Capricorn (B) **Tropic of Cancer✓**
   (C) Equator (D) Arctic Circle
6. The hot molten material erupted from a volcano is called:
   (A) Lava✓ (B) Magma
   (C) Pyro-clast (D) None of these
7. The point in the Earth from where seismic waves spread out in all directions is:
   (A) Seismic center (B) Epicenter
   (C) **Earthquake Focus✓** (D) None of these
8. The continental crust ranges from:
   (A) 7 to 20 km in thickness (B) 20 to 70 km in thickness
   (C) 40 to 150 km in thickness (D) **None of these✓**
9. **Marble is a :**
   (A) Sedimentary rock (B) Igneous rock
   (C) **Metamorphic rock✓** (D) None of these
10. **Yardang is produced by:**
    (A) River (B) Glacier
    (C) **Wind✓** (D) Volcanic activity
11. **Continental glacier produces the following feature on the Earth surface:**
    (A) V-shaped valley (B) U-shaped valley
    (C) Hanging valley (D) **None of these✓**
12. **The deepest point in the ocean bottom is in:**
    (A) Indian ocean (B) Atlantic ocean
    (C) **Pacific ocean✓** (D) Arctic ocean
13. **The flat ocean bottom lying near the continents is called:**
    (A) Peneplain (B) Archipelagic apron
    (C) Lacustrine plain (D) **None of these✓**
14. **Benguela current flows near the western coast of:**
    (A) Australia (B) South America
    (C) **Plain✓** (D) None of these
15. **Waves are caused by:**
    (A) Gravitational force of moon (B) **Gravitational force on Earth✓**

(C) Sunrays (D) None of these

16. **Conical projection is best suited for:**
(A) Polar Regions (B) Equatorial Regions
(C) Temperate latitude✓ (D) None of these

17. **Zero degree meridian is:**
(A) 15° east of Prime Meridian (B) 10° east of Prime Meridian
(C) 5° west of Prime Meridian (D) **None of these✓**

18. **A map on RF 1:2400 will be:**
(A) A large-scale map (B) Small-scale map
(C) **Medium-scale map✓** (D) None of these

19. **Lines showing place of equal rainfall are called:**
(A) Isohalines (B) Isobars
(C) Isopleths (D) **None of these✓**

20. **Sea water contains on the average about:**
(A) **3.5% Salt✓** (B) 2.7% Salt
(C) 7.1% Salt (D) None of these

21. **Lines of equal distribution of pressure are called:**
(A) Isopleths (B) Isotherms
(C) **Isobars✓** (D) None of these

22. **According to Ferret's Law, winds are deflected:**
(A) **To their right in the northern hemisphere✓** (B) To their left in northern hemis-phere
(C) Not deflected at all (D) None of these

23. **Thermal equator is located:**
(A) At the equator (B) **North of equator✓**
(C) South equator (D) None of these

24. **Orographic rainfall is affected by:**
(A) **Relief features✓** (B) Distance from the sea
(C) Distance from the equator (D) None of these

25. **Line graphs are used for depicting:**
(A) **Temperature of place✓** (B) Rainfall of a place
(C) Growth of population (D) None of these

26. **Meanders are created by:**
(A) **River action✓** (B) Action of wind
(C) Action of glacier (D) None of these

27. **Equatorial climate has:**
(A) **No dry season✓** (B) Short dry season
(C) Long dry season (D) None of these

28. **Oxygen in the atmosphere is:**
(A) 78% (B) **71%✓**
(C) 59% (D) None of these

29. **Density of sea water ranges from:**
(A) **1.027 to 1.028✓** (B) 1.010 to 1.025
(C) 1.000 to 1.020 (D) None of these

30. **West-wind drift is a:**
(A) **Circumpolar drift✓** (B) Current of South Pacific Ocean
(C) Current of South Atlantic Ocean (D) None of these

31. **Limestone is a:**
(A) Meta-morphic rock (B) **Sedime-ntary rock✓**
(C) Igneous rock (D) None of these

32. **The material thrown out during an eruption is:**
(A) Solid (B) **Liquid✓**
(C) Gaseous (D) None of these

33. **The cold air mass is:**

(A) Conditionally unstable✓ (B) Stable
(C) Unstable (D) None of these

34. Weathering is caused by:
(A) Great range of temperature✓ (B) Great range of rainfall
(C) Action of wind (D) None of these

35. Simple conical projections with one standard parallel are used for:
(A) Maps for higher latitudes (B) Maps for the polar regions
(C) Maps for the lower latitudes (D) **None of these✓**

36. Tornadoes affect areas ranging from:
(A) A few yards to a quarter of a mile in diameter (B) A few furlongs to about 5 miles in diameter
(C) **A few mile to about 10 miles in diameter✓** (D) None of these

37. On a weather map the word 'L':
(A) **Denotes a low pressure zone✓** (B) Denotes a low temperature zone
(C) Denotes a low rainfall zone (D) None of these

38. Large-scale maps are used for:
(A) **Small areas✓** (B) Large areas
(C) Areas of moderate extent (D) None of these

39. In a wave water particles move only:
(A) Near the coast (B) In deep water
(C) In shallow water (D) **None of these✓**

40. The inner core of the Earth is:
(A) **Solid✓** (B) Liquid
(C) Semi-solid (D) None of these

41. Weather describes the condition of .... at any one time.
(A) The Earth (B) The land surface
(C) **The atmosphere✓** (D) The lonosphere
(e) Space (f) None of these

42. Seasonally increases with:
(A) **Latitude✓** (B) Distance from sea
(C) Altitude (D) Aspect
(e) Longitude (f) None of these

43. The temperature decreases with increasingly altitude by 1°C for every .... rise.
(A) 100 ft (B) 150 m
(C) **165 m✓** (D) 250 m
(e) 300 m (f) None of these

44. Water vapour turns into clouds in the atmosphere when:
(A) It rains (B) The temperature rises
(C) **Dew point is reached✓** (D) Evaporation takes place
(e) Relative humidity (f) None of these

45. Up-draught and down-draught in a cumulo-nimbus cloud lead to the formation of:
(A) Lightening (B) Hail
(C) **Thunder✓** (D) Snow
(e) Any other

46. The air in the middle of a typhoon is:
(A) **Rising✓** (B) Descending
(C) Blowing in a clockwise spiral (D) Gusty and variable
(e) None of these

47. Oceanic plates are made up of .... rocks.
(A) **Basaltic✓** (B) Granite

(C) Acidic (D) Mantle

48. Which of the following statement is NOT true:
(A) The core is made chiefly of nickel and iron (B) There is an outer (liquid) and inner (solid) core
(C) The mantle is made of liquid ultra boric rocks (D) The crust, or lithosphere, is made of rigid crystal plates
(e) **Earthquake waves pass through the core but not through the mantle✓**

49. **Young fold mountains are found where crystal plates:**
(A) Diverge (B) **Collide✓**
(C) Are newly formed (D) Are thinnest
(e) None of these

50. **The retreat of the waterfall up stream results in:**
(A) Potholes (B) Rapids
(C) Bluffs (D) Floodplain
(e) **Gorge✓** (f) None of these

51. **Which type of erosion is not typical of a desert?**
(A) Abrasion (B) **Plucking✓**
(C) Attrition (D) Deflation
(e) None of these

52. **A glacier lengthens when:**
(A) The climate gets warmer (B) The climate gets drier
(C) **The rate of accu-mulation of ice exceeds the rate of melting✓** (D) The gradient of the glacier valley steepens
(e) There is a state of equilibrium between snowfall and the rate of melting (f) None of these

53. **On earth surface, water cover is:**
(A) 50% (B) 60%
(C) **70%✓** (D) 80%
(e) None of these

54. **Continental shelf is:**
(A) **A link between ocean and land✓** (B) A broad level plain forming greater part of the ocean
(C) The deepest part of the ocean (D) A steep slope stretching to the sea plain
(e) None of these

55. **The strength of wave action depends on all these except:**
(A) **Currents in the set✓** (B) Wind strength
(C) Length of fetch (D) Depth of coastal water
(e) Height of waves (f) None of these

56. **The sea-water on the average contains:**
(A) **3.5% salt✓** (B) 5% salt
(C) 10% salt (D) 2.5% salt
(e) 4.5% salt (f) None of these

57. **Neap tides occur ....**
(A) At the full and new quarter moon days (B) **When the Sun, Moon and Earth are in one straight line✓**
(C) (D)

58. **Best suited projection for Pakistan is ....**
(A) Conical (B) Zenithal
(C) Mercator (D) Cylin-drical equal area
(e) **Conven-tional✓** (f) None of these

59. **A portable measure for pressure is**

....

(A) A Stevenson screen (B) An anemometer
(C) An aneroid barometer✓ (D) A maximum and minimum thermometer set
(e) A mercury column

60. **Small-scale maps are used for:**
(A) Small areas (B) Areas of moderate extent
(C) Large areas✓ (D) None of these

61. **Calcareous rocks are .... rocks.**
(A) Sedimentary✓ (B) Igneous
(C) Metamorphic (D) None of these

62. **Most of the rainfall received in Pakistan by ....**
(A) Westerlies (B) Mountain and valley winds
(C) Monsoon Winds✓ (D) None of these

63. **Organic deposits are mostly found over ....**
(A) Continent shelf (B) Continent Slope
(C) Deep Sea plain✓ (D) None of these

64. **Irrigation is a .... feature.**
(A) Cultural (B) Natural
(C) Topographic✓ (D) None of these

65. **Standard parallel is a part of .... projection.**
(A) Cylindrical (B) Conical✓
(C) Zenithal (D) None of these

66. **Projections are called:**
(A) Mathematical (B) Conical
(C) Zenithal✓ (D) None of these

67. **Conical projections are suitable for ....**
(A) Tropical (B) Temperate✓
(C) Polar areas (D) None of these

68. **........ is the best method of drawing distribution maps.**
(A) Dot method✓ (B) Shade method
(C) Diagrammatic method (D) None of these

69. **A low pressure areas is called:**
(A) Cyclone✓ (B) Anti-cyclone
(C) Wedge (D) None of these

70. **Zenithal projections are mostly used for .... areas.**
(A) Equatorial (B) Tropical
(C) Polar✓ (D) None of these

71. **The feature not due to glaciation is a:**
(A) Wadi✓ (B) Cirque
(C) Fiord (D) None of these

72. **Loess found in Northern China is:**
(A) Mountain Screes (B) Volcanic ash
(C) River debris✓ (D) None of these

73. **An example of an igneous rock is:**
(A) Clay (B) Sand
(C) Granite✓ (D) Slate

74. **The moraine which is formed where two small glaciers coverage is termed:**
(A) Lateral (B) Ground
(C) Terminal (D) Medial✓

75. **Stacks are typical features of:**
(A) Coastal glaciations in temperate latitudes (B) Marine erosion by waves✓
(C) Coastal deposition (D) Materials at river delta

76. **The usual way of showing population in a map by using:**
(A) Lines (B) Squares
(C) Dots✓ (D) None of these

77. **If the R.E. of a map is 1:25000, this is a:**
(A) One inch map✓ (B) Two inch map

(C) Two and a half inch map (D) Five inch map

78. North-west passage is suitably shown in:
(A) Zenithal Projection✓ (B) Conical Projection
(C) Cylindrical Projection (D) None of these

79. West Wind Drift is present in all oceans except:
(A) Arctic✓ (B) Indian
(C) Pacific (D) Atlantic

80. The predominant vegetation of Arid Western U.S.A is:
(A) Coniferous (B) Deciduous
(C) Grasses (D) Xero-phytes✓

81. Hot wind which blows from Sahara to the Guinea Coast is the:
(A) Sirocco (B) Mistral
(C) Harmattan✓ (D) Ephn

82. Warm current that keeps the Norwegian ports ice-free throughout the year is the:
(A) Canary current (B) Arctic current
(C) Guinea current (D) North Atlantic current✓

83. Elongated lakes have normally resulted from:
(A) Glacial erosion (B) Volcanic eruption
(C) Faulting✓ (D) Corals

84. The inlets in the coast of South Western New Zealand are called:
(A) Rias (B) Fjords
(C) Esturies (D) Spits✓

85. One of the following is also called international scale:
(A) Linear (B) Diagonal
(C) Comparative (D) R.E.✓

86. Rejuvenation of river is associated with formation of:
(A) Oxbow lakes (B) Basins✓
(C) Monadnocks (D) Terraces

87. Radial Trellised and Denritic are forms and patterns of:
(A) Mountain systems (B) Drainages
(C) Climates (D) None of these✓

88. Ring of fire is attributed to:
(A) Antarctic (B) Arctic
(C) Atlantic✓ (D) None of these

89. Earthquake of Kobe, Japan in January 1995 had a magnitude:
(A) 5.2 (B) 6.2
(C) 7.2 (D) 6.6
(e) 6.9✓

90. Charles Richter of the California Institute of Technology developed the Richter scale in:
(A) 1735 (B) 1835
(C) 1855 (D) 1935✓

91. Marble and Hornfelses are produced as result of:
(A) Contact metam-orphism (B) Regional meta-morphism
(C) Dynamic meta-morphism (D) None of these✓

92. The Karakatuo volcano is situated in:
(A) South West Africa (B) Central America
(C) South East Asia✓ (D) None of these

93. Atlantic Ocean occupies .... percent of aquatic surface of the world ocean.
(A) 46% (B) 52%
(C) 38% (D) None of these✓

94. Notable river with estuary is:
(A) Volga (B) Indus
(C) Amazon✓ (D) None of these

95. Conditions most favourable to solifluction are found in:
(A) Deserts (B) Equatorial region
(C) Permafrost region✓ (D) None of these

Basic Mathematics:

Symbols and Abbreviations

$=$	is (equal to)	$\sim$	is similar to
$<$	is less than	π	Pi
$>$	is greater than	$\perp$	is perpendicular to
$\neq$	is not equal to	$\parallel$	is parallel to
$\geq$	Greater than or equal to	$^\circ$	degree
$\leq$	less than or equal to	$\lvert n \rvert$	absolute value
$\nless$	is not less than	$\overline{AB}$	line segment
$\ngtr$	is not greater than	$\angle A$	angle
$\nleq$	neither less than nor equal to	ΔABC	triangle ABC
$\ngeq$	neither greater than nor equal to	$\Rightarrow$	this implies that
$\because$	because	$\therefore$	therefore

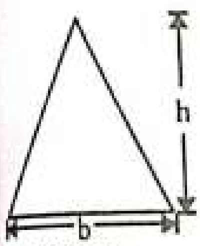
Common Unit Conversions

LINEAR MEASURE		WEIGHT	
English System	**Metric System**	**English System**	**Metric System**
1 inch	= 2.54	1 lb	= 454 g
1 foot	= 30.48 centimeters	2.2 lb	= 1 kg
1 yard	= 0.9144 meter	1 grain	= 0.064799 gram
0.3937 inch	= 1 centimeter	15.432 grains	= 1 gram
1.0936 yards	= 1 meter	1 short ton	= 907.18 kg
0.62137 mile	= 1 kilometer	1 long ton	= 1016 kg

SQUARE MEASURE		LIQUID MEASURE	
English System	**Metric System**	**English System**	**Metric System**
1 square inch	= 6.4516 square cm	1 fluid ounce	= 0.94635 liter

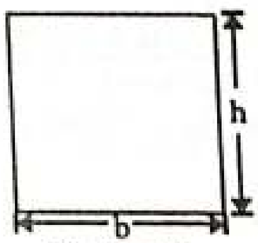
1 square foot	= 0.092903 sq. meter	1 gallon	= 3.7854 liters
1 square yard	= 0.83613 sq. meter	0.26417 gallon	= 1 liter
1.960 square	= 1 square meter yard	1.0567 quartz	= 1 liter
0.38608 square	= 1 square kilometer mile	33.814 fluid	= 1 liter ounces

Geometric Figures



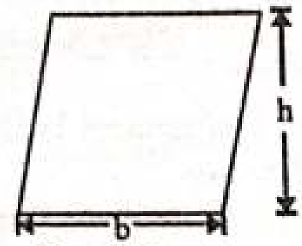
Triangle

Area = $\frac{1}{2}$ b × h



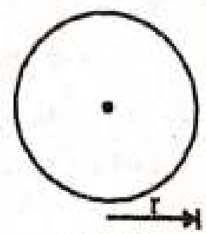
Rectangle

Area = b × h



Parallelogram

Area = b × h



Circle

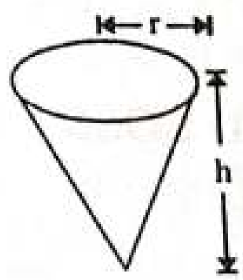
Circumference $2\pi r$

Area = πr^2



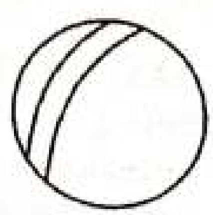
Rectangular Bax

Volume = xyz



Cone

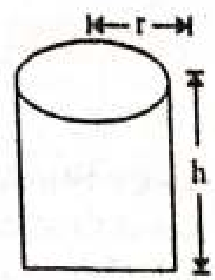
Volume = $\frac{1}{3}\pi r^2 h$



Ball

Volume = $\frac{4}{3}\pi r^3$

Surface Area = $4\pi r^2$



Cylinder

Volume = $\pi r^2 h$

Important Formulas at A Glance

L.C.M AND H.C.F

Prime Number : A number greater than whose only factors are 1 and the number itself.

L.C.M : The LCM of two or more given number is the least number which is exactly divisible by each of them.

H.C.F : The highest number which will divide into each of the given numbers.

H.C.F of vulgar fractions : The HCF of two or more fractions is the highest fraction which is exactly divisible by each of the fractions

$$H.C.F = \frac{\text{HCF of numerators}}{\text{LCM of denominator}}$$

PERCENTAGE

Percentage: A fraction whose denominator is 100 is called a percentage.

Percent Change: The full formula for percent change is:

$$\text{Percent Change} = \frac{\text{(New Amount)} - \text{(Original Amount)}}{\text{(Original Amount)}} \times 100$$

Note 1: When the new amount is less than the original amount then the result will be percent decease.

Note 2: When the new amount is greater than the original amount than the result will be percent increase.

Note 3: If A is $x\%$ of C and B is $y\%$ of C, then A is $\frac{x}{y} \times 100\%$ of B.

Note 4: If the value is increase successively by $x\%$ and $y\%$ then the final increase is given by $\left[x + y + \frac{xy}{100}\right]\%$

PROFIT AND LOSS

1. Profit = Selling Price (SP) – Cost Price (CP)
2. Loss = Cost Price (CP) – Selling Price (SP)
3. Gain or Loss percent $= \frac{\text{Loss or Gain}}{\text{CP}} \times 100$
4. If a man purchases a certain number of articles at p a rupee and the same number at q a rupee. He mixes them together and sells them at r a rupee. This his profit or loss in percent

$$= \left[\frac{2pq}{r(p+q)} - 1\right] \times 100$$

according to the sign +ve or –ve

5. If a man marks his goods at p% above his cost price and allows purchasers a discount of q% for cash h then

$$\text{Profit or loss in percent} = \left[p - q - \frac{pq}{100}\right]$$

RATIO AND PROPORTION

Ratio: The number of times one quantity contains another quantity of the same kind is called the ratio of the two quantities.

Note 1: The first term of a ratio is called the antecedent and the second the consequent.

Compound Ratio: Ratios are compounded by multiplying together the antecedents for a new antecedent, and the consequents for a new consequent.

Note 1: If four quantities be in proportion, the product of the extremes is equal to the product of the means.

Note 2: If the sum of two numbers is A and their difference is d, then the ratio of the number is given by

$$A + d : A - d$$

Rule: A number which when subtracted from the terms of the ratio a : b makes it equal to the ratio p : q is $\frac{bp - aq}{p - q}$

Rule: A number which when added to the term of the ratio a : b makes it equal to the ratio p : q is $\frac{aq - bp}{p - q}$

AREA AND VOLUME

Area of Triangle: If all the sides of a triangle are increased by x%, then the area increased by $\frac{x(x+200)}{100}$%.

Area of Rectangle: If sides of a rectangle are increased by x% then as for triangle its area is increased by $\frac{x(x+200)}{100}$%.

Note 1: If the sides of triangle, square, rhombus, circle, rectangle is increased by x%, its area is increased by $\frac{x(x+200)}{100}$%.

Note 2: In measuring the sides of rectangle one side is taken a% in excess and the other b% in deficit. The error percent in area calculated from the measurement is $a - b - \frac{ab}{100}$ in excess or deficit according to the +ve or –ve sign.

****

Expected Questions Sure Shot+

1. Simplify:
$(165)^2 - (164)^2$
(A) 204 (B) 1
(C) 2 (D) 116
(E) 329✓

2. A student gets 75, 82 and 86 marks in an examination. How many marks he should get so that average becomes 85?
(A) 90 (B) 87
(C) 97✓ (D) 99

3. Which number can replace both the questions marks?
(A) 5 (B) 10✓
(C) 25 (D) 100

4. A doll is sold for Rs. 220.00. What was the cost of doll if rate of profit was 10% of the cost?
(A) Rs. 198.00✓ (B) Rs. 200.00
(C) Rs. 210.00 (D) Rs. 240.00

5. Find the arithmetic mean between 4 and 6.
(A) 1 (B) 2
(C) 5✓ (D) 3

6. Find the missing number.
3, 5, 9 and 17.....
(A) 32 (B) 33✓
(C) 34 (D) None

7. Think a number, double it, add 7 and then multiply it by 4 and then divide it by 6, if the answer is 10, what is the number?
(A) 2 (B) 3
(C) 4✓ (D) 6

8. If 7 men in 100 are criminals, how many men in 500 are not criminals?
(A) 435 (B) 465✓
(C) 455 (D) 35

9. In a box of 48 apples, 8 out of each dozen are good. How many in the box are bad?
(A) 8 (B) 16✓
(C) 12 (D) 19

10. A father is three times as old as his son. In 10 years, he will twice as old as his son. How old is the father at present?
(A) 30 years✓ (B) 25 years
(C) 20 years (D) None

11. A man starts climbing a hill. Every minute he ascends 20 meters but slips down 5 meters. How long will he take to ascend a point 80 meters high?
(A) 5 minute✓ (B) 5.20 sec.
(C) 4.80 sec. (D) None

12. How many hours will it take a jet plane to travel 400 km at a speed of 600 km per hour?
(A) 2 hours (B) 2/3 hours✓
(C) 3/2 hours (D) 1/3 hours

13. $x + x + x = ?$
(A) $3x$✓ (B) x^3
(C) $3x^3$ (D) $x^2 + x$

14. If $2^x = 32$ then $x = ?$
(A) 5✓ (B) 6
(C) 4 (D) 16

15. $\sqrt{256}$:
(A) 17 (B) 14
(C) 16✓ (D) 128

16. $x + 6 = 7$, then $x = ?$
(A) 3 (B) 1✓
(C) $\frac{7}{6}$ (D) 13 x

17. 1 metre is equal to:
(A) 10^2 mm (B) 10^3 mm✓
(C) 10^4 mm (D) 10^5 mm

18. $2^3 \times 5^0 =$:
(A) 30 (B) 40
(C) 8✓ (D) 6

19. 144 ÷ 12:
(A) 13 (B) 12✓
(C) 14 (D) 22

20. Find the missing letter:
3 5 7 ...... 13 17
(A) 8 (B) 9
(C) 11✓ (D) 12

21. Provide the missing number:
8 4 32 7 5 ....
(A) 33 (B) 11
(C) 17 (D) 35✓

22. Who developed algebra?
(A) Muhammad ibn Musa Khawarizmi✓
(B) Ibn Sina
(C) Euclid
(D) Jabir ibn Hayyan

23. The fraction 101 in decimal form is:
(A) 101.00027✓ (B) 101.0027
(C) 101.027

24. When 36 is written is simplest fractional form, the sum of numerator is:
(A) 10✓ (B) 34
(C) 20 (D) None

25. What is the difference between the biggest and the smallest fraction is:
(A) $\frac{1}{6}$✓ (B) $\frac{1}{12}$
(C) $\frac{1}{20}$

26. Which of the following fractions is the smallest?
(A) $\frac{13}{16}$ (B) $\frac{15}{19}$✓
(C) $\frac{17}{21}$

27. 12. 1212 ÷ 17.0005 − 9.1102 =?
(A) 20.15 (B) 20.0105
(C) 20.0015 (D) -8.3972092✓

28. 892.7- 573.07 − 95.007 =?
(A) 224.623✓ (B) 224.777
(C) 233.523

29. 0.002 × 0.5 =?
(A) 0.0001 (B) 0.001✓
(C) 0.01

30. 16.02 × 0.001=?
(A) 0.001602 (B) 0.01602✓
(C) 0.1602

31. $\left[.00625 \text{of} \frac{23}{5}\right]$ when expressed as a fraction, equals:
(A) $\frac{23}{80}$ (B) $\frac{23}{800}$✓
(C) $\frac{23}{8000}$

32. 0.213 ÷ 0.00213 =?
(A) 1 (B) 10
(C) 100✓

33. 4.036 divided by 0.04 gives:
(A) 1.009 (B) 10.09
(C) 100.0 (D) 100.9✓

34. It 10 men can complete a work in 20 days, how long will it take 8 men to do the job if they work at the same rate?
(A) 14 days (B) 18 days
(C) 25 days✓

35. In a class of 550 students, 42% wish to go to college. How many students wish to attend the college?
(A) 210 (B) 220
(C) 231✓

36. 0.03 × 10=?
(A) 30 (B) 3
(C) 0.3✓

37. When you divide 0.7 by 10, you will get:
(A) 7 (B) 0.07✓
(C) 70 (D) 0.007

38. If all the members of a team are juniors or seniors and if the ratio of juniors to seniors on the team is 3:5, what percent of team members are seniors?
(A) 37.5% (B) 40%
(C) 60% (D) 62.5%✓

39. Scot can read 50 pages per hour. At this rate, how many pages can he read in 50 minutes?

(A) 25 (B) 41✓
(C) 48 (D) 60

40. If 80% of the applications to a program were rejected, what is the ratio of the number accepted to the number rejected?
(A) $\frac{1}{5}$✓ (B) $\frac{1}{4}$
(C) $\frac{2}{5}$ (D) $\frac{4}{5}$

41. The measures of the three angles in a triangle are in the ratio of 1 : 1 : 2. Which of the following must be true?
I The triangle is isosceles
II The triangle is a right triangle
III The triangle is equilateral
(A) None (B) I only
(C) II only (D) I and II only✓

42. What is the ratio of the circumference of a circle to its radius?
(A) 1 (B) $\frac{\Pi}{5}$
(C) Π (D) 2Π✓

43. A man standing at a distance of 1 metre from a mirror wishes to take the photograph of his image in the mirror. At what distance should he place his camera from the mirror?
(A) ½ a metre (B) 1 metre✓
(C) 2 metres (D) 4 metres

44. Alia bought a jewellery set for Rs 84,000/- and sold for 85,500/- Find the percentage of profit.
(A) 1.79%✓ (B) 1.80%
(C) 1.81% (D) 1.82%

45. A symbol having a fixed numerical value is called:
(A) Variable (B) Literals
(C) Constant✓ (D) Binomial

46. Haris bought 10 ice creams. He gave Rs. 1000 to the shopkeeper. The shopkeeper returned him Rs 250. For how much did he buy one ice cream?
(A) 50 (B) 75✓
(C) 100 (D) 150

47. The price of a pen is Rs 42 and of the note book is Rs 18. Calculate how many pens and notebooks you can buy for Rs 480 in equal quantity?
(A) 8,8✓ (B) 7,7
(C) 6.6 (D) 9,9

48. After 32 years from now, a boy will be five times as old as he was 8 years back. How old the boy is now?
(A) 20 Years (B) 19 Years
(C) 18 Years (D) 17 Years

49. Distribute an amount of 200 between Rehman & Usman such that Rehman gets Rs 50 more than twice as much as Usman gets. How much Rehman will get?
(A) 50 (B) 150
(C) 175✓ (D) 185

50. A linear equation consists of polynomials of degree______
(A) One✓ (B) Two
(C) Three (D) Four

51. 99 × 4 = ____________
(A) 392 (B) 396✓
(C) 394 (D) 390

52. 40 × 5.9 = ____________
(A) 239 (B) 237
(C) 278 (D) 236✓

53. 1140 ÷ 40 = ____________
(A) 28.5✓ (B) 21.5
(C) 27.5 (D) 25 5

54. 300 ÷ 1.5 = ____________
(A) 400 (B) 200✓
(C) 300 (D) 100

55. Which number can replace both the question marks? 2/? = ?/50.
(A) 100 (B) 10✓
(C) 25 (D) 5

56. Complete the series: 6,9,13,16,20,23 ____________
(A) 27,31 (B) 26,31

(C) 27,30✓ (D) 26,30

If you write down all the numbers from 1 -100, how many times would you write 3?

(A) 21 (B) 19✓

(C) 20 (D) 18

58. Ali ran around a 1/4 kilometer jogging track 17 times. How many kilometers did he run?

(A) 4 ¾ % km (B) 4 ½ km

(C) 4 ¼ % km✓ (D) 4 km

59. Complete the series:

64, 48, 40, 36, 34, ________

(A) 33✓ (B) 31

(C) 32 (D) 30

60. A man buys a toy for Rs. 70 after getting a discount of 20%. What was the marked price of the toy?

(A) Rs. 90 (B) Rs. 56

(C) Rs. 87.50✓ (D) Rs. 84

61. A history class has 12 boys and 18 girls. Boys are what fraction of the class?

(A) 2/5 (B) 2/3✓

(C) ¾ (D) 3/5

62. 25 students took a test and 4 of them failed. What per cent of them passed the test?

(A) 84%✓ (B) 80%

(C) 82% (D) 75%

63. 3/1000 written as a fraction is?

(A) 0.003✓ (B) 0.3

(C) 0.03 (D) 3

64. 18 is 75% of ____________.

(A) 32 (B) 25

(C) 34 (D) 24✓

65. In a class of 550 students, 42% wish to go to college. How many wish to attend college?

(A) 252 (B) 210

(C) 231✓ (D) 200

66. When you divide 0.7 by 10, you get:

(A) 0.007 (B) 0.07✓

(C) 70 (D) 7

67. A toy is sold for Rs. 220, what was the cost if the rate of profit was 10% of the cost?

(A) Rs. 210 (B) Rs. 198

(C) Rs. 200✓ (D) Rs. 196

68. If ten men can do a piece of work in twenty days, how long will it take 8 men to do the job if they work at the same rate?

(A) 28 days (B) 22 days

(C) 25 days✓ (D) 21 days

69. A bag contains 9 KG of sugar which is separated into packages containing 450 grams each. How many such packages can be made?

(A) 24 (B) 18

(C) 20✓ (D) 16

70. $2\frac{2}{3} \times \frac{5}{14} = ?$

(A) $\frac{40}{24}$ (B) $\frac{20}{22}$ ✓ (C) $\frac{50}{42}$ (D) $\frac{21}{20}$

71. One billion is equal to:

(A) 100 Thousands✓ (B) 100 Crores

(C) 100 Millions (D) 100 Lacs

72. When you divide 0.7 by 10, you will get:

(A) 0.007 (B) 0.07✓

(C) 70 (D) 7

73. $0.03 \times 10 = ?$

(A) 0.003 (B) 3

(C) 0.3✓ (D) 30

74. If 10 men can complete a work in 20 days, how long will it take 8 men to do the job if they work at the same rate?

(A) 25 days✓ (B) 18 days

(C) 20 days (D) 16 days

75. Multiply 2438.244 × by 10.

(A) 24382.44✓ (B) 24328.44

(C) 24384.42 (D) 24384.44

76. A doll is sold for Rs. 220.00. What was the cost of doll if rate of profit was 10% of the cost?

(A) Rs. 240.00 (B) Rs. 200.00✓

(C) Rs. 210.00 (D) Rs. 198.00

77. $358.0074 \times 100 = ?$

(A) 35800.47 (B) 35800.74✓

(C) 38500.47 (D) 35800.00

78. Akbar bought a sweater for Rs.200 and sold it Rs.250. How much profit did Akbar get?

(A) Rs.50✓ (B) Rs.20

(C) Rs.80 (D) Rs.40

79. The number, whose 20% is 100, is:

(A) 700 (B) 500✓
(C) 600 (D) 400

80. Salaam bought a pair of shoes for Rs.300 and sold it at Rs.370. How much profit did Salaam get?
(A) Rs.20 (B) Rs.70✓
(C) Rs.75 (D) Rs.80

81. If 80 men dug 4 holes in 12 months, how many men would be required to dig 6 holes in 4 months?
(A) 40 men (B) 410 men
(C) 360 men✓ (D) 140 men

82. If 15 men can do a piece of work in 8 days, how many men will finish it in 10 days?
(A) 8 (B) 12✓
(C) 16 (D) 14

83. If 3 men and 6 boys can do a work in 20 days, then 6 men and 8 boys shall take:
(A) 20 days (B) 8 days
(C) 9 days (D) 6 days✓

84. The number, whose 25% is 150, is:
(A) 900 (B) 700
(C) 800 (D) 600✓

85. If 20 men can do a piece of work in 8 days, how many men will finish it in 10 days?
(A) 18 men (B) 16 men✓
(C) 8 men (D) 4 men

86. Akbar sold his old gun for Rs.900, which he bought for Rs.2500. What is his % loss?
(A) 15% (B) 82%
(C) 94% (D) 64%✓

87. This road is only 50 km long. We covered a distance of 20 km. What percentage of distance have we covered?
(A) 53% (B) 69%
(C) 48% (D) 40%✓

88. Nasir bought a practical copy for Rs.60 and sold it at Rs.40. How much loss did he get?
(A) Rs.20✓ (B) Rs.60
(C) Rs.40 (D) Rs.600

89. The number, whose 17% is 51, is:
(A) 210 (B) 100
(C) 300✓ (D) 200

90. Insert the missing number:
341 (250) 466 282 ( ) 398
(A) 240 (B) 232✓
(C) 226 (D) 228

91. 20 men can construct a building in 40 days. How long will it take 10 men to do this work?
(A) 80 days✓ (B) 60 days
(C) 70 days (D) 50 days

92. Muhammad Aslam bought a TV for Rs.8000 and sold it at Rs.7000. How much loss did he get?
(A) Rs.4000 (B) Rs.2000
(C) Rs.3000 (D) Rs.1000✓

93. Which number will come next?
2, 5, 12, 23, 38, 57, ______
(A) 84 (B) 76
(C) 80✓ (D) 69

94. Ahmed spend Rs.44,000 to get a motorbike and sold it at Rs. 48,000. Find its percentage of profit.
(A) 80% (B) 9.09%✓
(C) 14% (D) 12%

95. Sohail Khan sold a motorbike for Rs. 80,000 which he bought for Rs. 90,000. What is his % loss?
(A) 11.11%✓ (B) 55.51%
(C) 12.31% (D) 61.40%

96. 8 machines can do a piece of work in 10 days. How long will it take 16 machines to do the work?
(A) 8 days (B) 5 days✓
(C) 6 days (D) 7 days

97. 120 men are used to build huge building for 30 days. How long will it take 80 men to do the same work?
(A) 40 days (B) 30 days
(C) 45 days✓ (D) 35 days

98. 0.26 ÷ 100 = ?
(A) 0.0026✓ (B) 0.00026
(C) 0.026 (D) 26

99. 3 × 4 × 5 ÷ 5 = ?
(A) 300 (B) 13
(C) 12✓ (D) 60

100. 30 + 39.98 = ?
(A) 41.28 (B) 40.28
(C) 42.98 (D) 69.98✓

English

FILL IN THE BLANKS WITH SUITABLE PREPOSITION

1. **Man is still a _____ in the labour market.**
   (A) glut (B) possibility
   (C) commodity✓ (D) provision
2. **Only a team work in the country can _____ a change in the existing circumstances.**
   (A) Hang about
   (B) Bring about✓
   (C) Back out of
   (D) Carried away by
3. **I think is used to be a good school but it has been_____ for twenty years or so.**
   (A) Look to one's laurels (to be contented on past achievements)
   (B) Play fast and loose
   (C) Rest on one's laurels✓
   (D) A fool's paradise
4. **He is looking for someone to offer her glamorous well paid and undemanding job, but I think he is_____**
   (A) A happy medium
   (B) Cry for the moon (to want or ask something which is impossible to get)✓
   (C) Happy go lucky
   (D) Hard boiled
5. **he says he will get a well-paid job but I think it is just_____**
   (A) A happy medium
   (B) A lame duck
   (C) Pie in the sky (something good promised in future but one is not likely to get)✓
   (D) Cheek by jowl
6. **The factory workers' decision to strike was_____ for factory owners.**
   (A) A smash hit
   (B) A smack in the eye (an insult or rebuff)✓
   (C) Cut down to size
   (D) Pie in the sky
7. **In their search for artifacts, archaeologists are often _______ not because a suspected site is remote and isolated but because it is:**
   (A) Misled, verified
   (B) Undeterred, unearthed
   (C) Venerated, sacred
   (D) Frustrated, urbanized✓
8. **Advertising alone no matter how _______ cannot convince people to _______ an item that answers no real and vital need.**
   (A) Stringent, ignore
   (B) Outrageous, disregard
   (C) Innocuous, modify
   (D) Extensive, purchase✓
9. **Working under the pressure of time, Raza did not notice his _______ mistake.**
   (A) Leisurely, stupid
   (B) Rapidly, carelessly✓
   (C) Frantically, inevitable
   (D) Continually, redundant (excessive)
10. **Even _______ pleasure may leave _______ memories.**
    (A) Ephemeral, lasting✓
    (B) Emphatic, stalwart
    (C) Transitory, fleeting
    (D) Enigmatic, (puzzling mysterious)
11. **Anyone familiar with the facts could _______ his arguments, which seemed logical but were actually:**

(A) Refute, specious✓
(B) Support, protracted
(C) Repeat, recumbent (lying down)
(D) Review, cogent

12. By next July, I ______ in this office for ten years.
(A) will work (B) worked
(C) shall be worked
(D) shall have been working✓

13. She______ of marrying Saleem when she discovered he was already married.
(A) had thought
(B) was thinking✓
(C) was being thought
(D) thought

14. I don't like milk, so I _____ tea for breakfast.
(A) generally take✓
(B) am generally taking
(C) was generally taking
(D) had generally taken

15. Where ________ next Sunday? Perhaps I may be visiting you.
(A) do you spend✓
(B) did you spend
(C) will you have spent
(D) you spend

16. If I ________ you, I would not lose temper.
(A) was (B) were✓
(C) bad been (D) would be

17. I _________ Yasser since Monday.
(A) Have not seeing✓
(B) Did not see
(C) Was not seeing

18. We _________ for a picnic last week.
(A) Went✓ (B) Have gone
(C) Had gone (D) Will go

19. When he last wrote to me, he _________ in Lahore.[1]

[1] When two actions done in the past sentence one action consists of past indifinite and 2nd action comprising past perfect tense.

(A) Had lived✓
(B) Lived
(C) Was living
(D) Has been living

20. I wondered why I ______ of it before.
(A) Did not think
(B) Have not thought
(C) Had not thought✓
(D) Would not think

21. She ______ a bath when the telephone bell rang.
(A) Took
(B) Had taken✓
(C) Had been taking
(D) Was taking

22. I ______ if I were you.
(A) Shall apologise
(B) Apologise
(C) Should apologise✓
(D) Was apologising

23. The contractor insisted that he ______ the work before the end of March.
(A) Will complete
(B) Would complete✓
(C) Was completing
(D) Will be completing

24. We ______ to go to a movie next week, but we find we can't go as we have already spent all the money we had.
(A) Plan
(B) Will plan
(C) Are planning
(D) Were planning✓

25. It ______ if the temperature had fallen any more.
(A) Would snow
(B) Would have been snowed
(C) Would have snowed✓
(D) Would have been snowing

26. I can never forget what I ____.
(A) Just read
(B) Have just read✓
(C) Will read
(D) Will just read

27. He invited____ to the feast to celebrate the success of his son.

(A) All and sundry✓
(B) Above board
(C) All in all
(D) Alpha and omega

28. The____ of his speech was that Islam is a religion of peace.
(A) Alpha and omega✓
(B) Apple pie order
(C) Are and part
(D) Burning question

29. She is a good house wife and keeps the house in_____.
(A) Apple pie order✓
(B) An augean sable
(C) Left handed complement
(D) Lacklustre

30. The principal's remarks _____. The students flew into fury and decided to go on strike.
(A) Have one's name on
(B) Get the better of him
(C) Bring the person to knee
(D) Add fuel to fire✓

FILL IN THE CORRECT PHRASES

1. By next July, I ____ in this office for ten years.
(A) Will work
(B) Worked
(C) Shall be worked
(D) Shall have been working✓

2. She ___ of marrying Ali when she discovered Ahmed was already married.
(A) Had thought
(B) Was thinking✓
(C) Was being thought
(D) Thougth

3. I don't like milk, so I ____ tea for breakfast.
(A) Generally drink✓
(B) Am generally drinking
(C) Was generally drinking
(D) Had generally drunk

4. Where ____ next Sunday? Perhaps I may be visiting you.
(A) Do you spend✓
(B) Did you spend
(C) Will you have spent
(D) You spend

5. If I ___ you, I would not lose temper.
(A) Was
(B) Were✓
(C) Had been
(D) Would be

6. She would not have borrowed the diamond necklace if she ___ wiser.
(A) Was
(B) Were
(C) Had been✓
(D) Could have been

7. We asked the guests what places they ___ the next day.
(A) Would visit✓
(B) Were visiting
(C) Will visit
(D) Had visited

8. If you went away now, we ___ you.
(A) Missed
(B) Will miss
(C) Would miss✓
(D) Would have missed

9. I don't think I ___ him yet.
(A) Have been meeting
(B) Met
(C) Have met✓

10. I shall certainly work all next week except when it ____.
(A) Is raining✓
(B) Would rain
(C) Will be raining
(D) Will rain

11. Although the Rajput army was outnumbered, the brave general refused to ____.
(A) Give way
(B) Give over
(C) Give in✓
(D) Give out

12. Having earned a lot of money in business, Mr Saeed ____ his poor cousins.
(A) Looks down upon✓
(B) Hits upon
(C) Shows off
(D) Looks upon

13. The price of gold as well as silver ____ risen.

(A) Are (B) Have
(C) Has✓ (D) Is

14. **The building was so old and dilapidated that it was not _____.**
(A) Habitable✓ (B) Habitat
(C) Habitability (D) Habituating

15. **Your son had promised to call you to USA, _____.**
(A) Didn't he (B) Did he
(C) Hadn't he✓ (D) Had he

16. **A large majority of students _____ absent from the college yesterday.**
(A) Were **(B) Was✓**
(C) Has been (D) Had been

17. **He is very keen _____ going abroad, for higher studies.**
(A) For✓ (B) At
(C) Over (D) On

18. **You are not justified _____ laying the blame _________ my door.**
(A) In, over **(B) In, at✓**
(C) At, at (D) Over, at

19. **What you have done _____ no excuse.**
(A) Admits✓ (B) Admits at
(C) Admits about (D) Admits of

20. **Timid by nature, the doctor, who was alone in his house was frightened_____.**
(A) Out of wits (B) Out at his wits
(C) At his wits end✓ (D) Out of his wits

Fill with appropriate preposition

21. **He came and sat _____ his wife and son.**
(A) Beside (B) By
(C) Besides **(D) Between✓**

22. **Please open the book _____ page 10.**
(A) On **(B) At✓**
(C) From (D) To

23. **Are you conversant _____ accounts?**
(A) With✓ (B) To
(C) From (D) By

24. **If you persist _____ your views, you will turn everybody against you.**
(A) In✓ (B) On
(C) With (D) Into

25. **Everybody is complaining _____ corruption in public life.**
(A) About (B) On
(C) Of✓ (D) Against

26. **I am sorry I have to go back _____ my promise.**
(A) From (B) By
(C) To **(D) On✓**

27. **Send the book _____ my address.**
(A) On **(B) To✓**
(C) At (D) From

28. **He is very popular _____ his employees.**
(A) In (B) Between
(C) Among **(D) With✓**

29. **This girl is lost _____ all sense of shame.**
(A) To✓ (B) Of
(C) Among (D) With

30. **He was warned _____ the danger quite in time.**
(A) Against (B) About
(C) Of✓ (D) By

TICK THE ANTONYMS

1. **Barren:**
(A) Irrigated (B) Cultivated
(C) Fertile✓ (D) Agricultural

2. **Transparent:**
(A) Translucent (B) Bright
(C) Clear **(D) Opaque✓**

3. **Friendly:**
(A) Strange (B) Indifferent
(C) Hostile✓ (D) Human

4. **Progressive**
(A) Retrograde✓ (B) Repressive
(C) Subversive (D) Impending

5. Ominous:
(A) Final (B) Terminating
(C) Auspicious✓ (D) Blessed

6. One who eats human flesh:
(A) Cannibal✓ (B) Furious
(C) Carnivorous (D) Beast
(E) Man-eater

7. A place where birds are kept:
(A) Attic (B) Nursery
(C) Aviary✓ (D) Zoo
(E) None

8. Animals that feed on grass:
(A) Carnivorous (B) Herbivorous✓
(C) Insectivorous (D) Graminivorous
(E) Aquarian

9. A thing which easily catches fire:
(A) Efflorescent (B) Callous
(C) Impatient (D) Inflammable✓
(E) Fluorescent

10. Speaking too much of oneself:
(A) Equivocal (B) Hypocrite
(C) Egotism✓ (D) Selfish
(E) Egoism

11. GRIM
(A) Dismal (B) Gay✓
(C) Poor (D) Forbidding

12. REMOTE
(A) Dirty (B) Accessible✓
(C) Far (D) Apex

13. ENCROACH
(A) Disrespect (B) Creep
(C) Backward (D) Withdraw✓

14. ESCALATE
(A) Intensify (B) Decrease✓
(C) Increase (D) Fixed

15. ETERNAL
(A) Temporary✓ (B) Moral
(C) Religious (D) Unending

16. PANDEMONIUM
(A) Calm✓ (B) Frustration
(C) Efficiency (D) Impishness
(E) Irrelevant

17. PERTINENT (relevant)
(A) Understood (B) Living
(C) Discontented (D) Puzzling
(E) Irrelevant✓

18. PRODIGAL
(A) Large (B) Thrifty✓
(C) Consistent (D) Compatible
(E) Remote

19. PRODIGIOUS
(A) Infinitesimal✓ (B) Indignant
(C) Indifferent (D) Insufficient
(E) Indisposed

20. PROFANE
(A) Sanctify✓ (B) Desecrate
(C) Define (D) Manifest
(E) Urge

21. HYPOCRITICAL:
(A) Sincere✓ (B) Shameful
(C) Amiable (D) Modest

22. HUSBANDRY:
(A) Sportsmanship, reasonableness
(B) Wastefulness✓
(C) Friction
(D) Cowardice

23. IRREPARABLE (not correctable):
(A) Proverbial (B) Legible
(C) Correctable✓ (D) Concise

24. JANUNDICED:
(A) Inflame (B) Quickened
(C) Unbiased✓ (D) Aged

25. JEOPARDY:
(A) Patience (B) Courage
(C) Safety✓ (D) Willingness
(E) Liberty

26. TRAGEDY:
(A) Humorous (B) Comedy✓
(C) Romance (D) Calamity

27. RECEDE:
(A) Rush (B) Advance✓
(C) Approach (D) Forward

28. One can *acquire* fame only by

being truthful, honest and faithful.
(A) Lose✓ (B) Deprive
(C) Forsake (D) Surrender

29. **Mother Teresa devoted her life to the service of the *poor* and the destitute.**
(A) Greedy (B) Noble
(C) Rich✓ (D) Extraordinary

30. **Always *avoid* late-night jobs.**
(A) Pursue✓ (B) Compel
(C) Inspire (D) Take

31. **He is a very *timid* person.**
(A) Dashing (B) Outgoing
(C) Bold✓ (D) Chivalrous

32. **ADULATION (admiration):**
(A) Youth (B) Purity
(C) Criticize✓ (D) Defense

33. **AMBIGUOUS (not clear):**
(A) Responsible (B) Salvageable
(C) Corresponding **(D) Clear✓**
(E) Auxiliary

34. **CONCILIATE:**
(A) Defend (B) Activate
(C) Integrate **(D) Quarrel✓**
(E) React

35. **DIN (continued loud noise):**
(A) Lightness (B) Safety
(C) Silence✓ (D) Hunger
(E) Promptness

36. **DESECRATE (profane):**
(A) Desist (B) Integrate
(C) Confuse (D) Intensify
(E) Consecrate✓

37. **MANIFEST:**
(A) Limited **(B) Obscure✓**
(C) Faulty (D) Varied

38. **FLAMBOYANT:**
(A) Old fashioned **(B) Restrained✓**
(C) Impulsive (D) Cognizant

39. **FIASCO:**
(A) Cameo (B) Mansion
(C) Pollution **(D) Success✓**

40. **ELUSIVE:**
(A) Deadly (B) Eloping
(C) Evasive✓ (D) Simple

41. **PARABLE:**
(A) Equality **(B) Allegory✓**
(C) Frenzy (D) Folly

42. **SOBRIETY:**
(A) Inebriety✓ (B) Aptitude
(C) Scholasticism (D) Monotony

43. **TENACIOUS:**
(A) Fast running (B) International
(C) Scholasticism **(D) Monotony✓**

44. **UNTENABLE:**
(A) Supportive (B) Tender
(C) Sheepish **(D) Tremulous✓**

45. **ANTITHESIS:**
(A) Velocity (B) Maxim
(C) Similarity✓ (D) Acceleration

46. **AFFABLE:**
(A) Rude✓ (B) Ruddy
(C) Needy (D) Useless

47. **BIZARRE:**
(A) Roomy (B) Veiled
(C) Subdued **(D) Normal✓**

48. **CACOPHONY:**
(A) Discord (B) Dance
(C) Applause **(D) Sweet✓**

49. **CAPRICIOUS:**
(A) Satisfied✓ (B) Insured
(C) Photo (D) Steadfast

50. **DISPARITY:**
(A) Resonance (B) Elocution
(C) Balance✓ (D) Difference

51. **DOGMATIC:**
(A) Benign✓ (B) Canine
(C) Impatient (D) Arbitrary

52. **Amalgamate:**
(A) Equipped (B) Generate
(C) Depress **(D) Separate✓**

53. **Amplify:**
(A) Infer (B) Differ
(C) Distant **(D) Decrease✓**

54. **Apposite:**
(A) Inappropriate (B) Right
(C) Direct✓ (D) Indirect

55. Anonymous:
(A) Signed (B) **Defined✓**
(C) Written (D) Balanced

56. Amicable:
(A) **Unfriendly✓** (B) Ugly
(C) Weak (D) Compromising

57. Harmony:
(A) Discrepancy (B) Accordance
(C) **Discord✓** (D) Inflight

58. Summit:
(A) Climb (B) **Base✓**
(C) Ride (D) Swim

59. Apex:
(A) Top (B) **Bottom✓**
(C) Near (D) Far away

60. Affirmative:
(A) Approved (B) **Negative✓**
(C) Unfavourable (D) Conformed

61. Amateur:
(A) Mature (B) Part-time player
(C) **Professional✓** (D) Cultured

62. PREJUDICE:
(A) **Aversion✓** (B) Gestation
(C) Preliminary (D) Admiration

63. GOAD:
(A) **Spur✓** (B) Restrain
(C) Pursue (D) Supersede

64. FAD:
(A) **Eccentricity✓** (B) Custom
(C) Constituent (D) Visage

65. REFERENCE:
(A) Disdain (B) Remuneration
(C) Opposite (D) **Retrospection✓**

66. ZEAL:
(A) **Initiative✓** (B) Coarseness
(C) Pedagogy (D) Indolence

67. MOURNFUL:
(A) Informal (B) Sympathetic
(C) Private (D) Appropriate
(E) **Joyous✓**

68. GRANDIOSE (showy):
(A) Docile (B) Unlikely to occur
(C) **Simple and unimposing✓**
(D) Light in weight

69. LACKLUSTER:
(A) Superficial
(B) Courteous, showing good manner
(C) **Vibrant✓**
(D) Complex
(E) Abundant

70. CENSURE:
(A) Augment (B) Eradicate
(C) Enthrall (D) **Commend✓**
(E) Reform

71. DESICCATE (dehydrate):
(A) Lengthen (B) Hallow
(C) Exonerate (D) **Saturate✓**
(E) Anesthetize

72. PARSIMONIOUS (miser):
(A) Appropriate (B) **Generous✓**
(C) Complete (D) Radiant
(E) Ongoing

73. Serendipitous:
(A) Calm (B) **Planned✓**
(C) Flat (D) Evil

74. Fetid:
(A) In an embryonic state
(B) Easily enraged
(C) Acclaimed by peers
(D) **Having a pleasant odour✓**

75. Illusory:
(A) Nimble (B) **Realistic✓**
(C) Powerful (D) Underrated

TICK THE SYNONYMS

1. Severely <u>abusive</u> writing in journals:
(A) Imaginary (B) Speculative
(C) **Scurrilous✓** (D) Sarcastic

2. Call upon God or any other power

(like law) etc. for help or protection.
(A) Invocation✓ (B) Involution
(C) Inundation (D) Revocation

3. **Fear of being enclosed in a small closed space:**
(A) Agoraphobic **(B) Claustrophobia✓**
(C) Xenophobia (D) Paranoia

4. **One who has become dependent on something or drugs is a/an:**
(A) Adamant (B) Edict
(C) Addict✓ (D) Derelict

5. ABEYANCE:
(A) Obedience
(B) Suspended action✓
(C) Excitement (D) Discussion

6. ABSTINENCE (to avoid):
(A) Vulgar display
(B) Deportment (behaviour)
(C) Reluctance
(D) Restrained eating or drinking✓

7. CONFORMITY:
(A) Agreement (act of agreeing)✓
(B) Ambition
(C) Confinement (D) Pride

8. DEFILE:
(A) Manicure (B) Pollute
(C) Improve or make dirty✓
(D) Assemble

9. DISPASSIONATE
(A) Sensual (B) Immoral
(C) Inhibited **(D) Impartial✓**
(E) Scientific

10. **EFFACE (to erase)**
(A) Countenance (B) Encourage
(C) Recogniz (D) Blackball
(E) Rub out✓

11. INDOLENCE
(A) Sloth✓ (B) Latitude
(C) Poverty (D) Aptitude

12. MAWKISH
(A) Sentimental (B) True
(C) Certain✓ (D) Devious
(E) Carefree

13. **MORIBUND**
(A) Appropriate (B) Leather bound
(C) Dying✓ (D) Answering
(E) Undertaking

14. **INGENUOUS (Artless):**
(A) Clever
(B) Stimulating (rousing)
(C) Naive✓ (D) Worried

15. **MEDIOCRE:**
(A) Average✓ (B) Bitter
(C) Medieval (middle age)
(D) Industrial

16. **PRECARIOUS:**
(A) Priceless (B) Permanence
(C) Primitive **(D) Hazardous✓**

17. **PONDEROUS:**
(A) Mioist (B) Rambling
(C) Bulky✓ (D) Erect

18. **DEMONSTRATE:**
(A) Display **(B) Protest✓**
(C) Resign (D) Reiterate

19. **OVERT:**
(A) Deep (B) Shallow
(C) Secret✓ (D) Unwritten

20. **KINDLE:**
(A) Ignite✓ (B) Encourage
(C) Ignore (D) Extinguish

21. **ASSERT:**
(A) Acquiesce **(B) Agree✓**
(C) Abjure (D) Abducate

22. **Tariq often walks to school:**
(A) Rerely (B) Never
(C) Always **(D) Sometimes✓**

23. **DISSOLUTE:**
(A) Immoral✓ (B) Repulsive
(C) Honest (D) Distant

24. **NIGGARD:**
(A) Miser✓ (B) Loyal
(C) Divine (D) Shrewd

25. **DILIGENT:**
(A) Intelligent (B) Energetic
(C) Modest **(D) Industrious✓**

26. OBVERSE:
(A) **Opposite✓** (B) Reverse
(C) Bitter (D) Adverse

27. FALSE:
(A) Defective (B) **Untrue✓**
(C) Incorrect (D) Inaccurate

28. Drinking is a <u>vice</u> which ultimately runs a person.
(A) Habit (B) Crime
(C) Sin (D) **Evil✓**

29. The <u>lurid</u> details of the murder in broad daylight sent chilling sensation down the spine of everybody.
(A) Realistic (B) **Vivid✓**
(C) Bleak (D) Ghastly

30. Few teachers have been spared the problem of an <u>obstreperous</u> pupil in the class.
(A) Awkward (B) Lazy
(C) **Unruly✓** (D) Sullen

31. The host looked quite <u>jaded</u> by the time the party was over.
(A) Miserable (B) Cheerful
(C) Inspiring (D) **Exhausted✓**

32. Rahim does unpaid work for the <u>charity</u> school.
(A) Honourable (B) **Honorary✓**
(C) Honest (D) Honorific

33. CHURLISH, rude:
(A) Marine (pertaining to the sea)
(B) Economical
(C) **Impolite (violent)✓**
(D) Compact, reality fitted
(E) Young

34. CLANDESTINE:
(A) Abortive (B) **Secret ✓**
(C) Tangible (clear and definite)
(D) Doomed (death)
(E) Approved (permission)

35. EMANCIPATE:
(A) **Set free✓** (B) Take back
(C) Make worse
(D) Embolden (encourage)
(E) Run away

36. ADVERSITY:
(A) Opponent (B) **Hardship✓**
(C) Opening (D) Agency

37. ADHERE:
(A) Give up (B) **Stick✓**
(C) Criticise (D) Appear

38. AMELIORATE:
(A) Understand (B) Eliminate
(C) Camouflage (D) **Improve✓**

39. ANNIHILATION:
(A) **Total destruction✓**
(B) Digestion
(C) Insult (D) Of any

40. ASSIMILATE:
(A) Adopt (B) Absorb
(C) Reject (D) Digest

41. Arrogance:
(A) Modest (B) **Haughtiness✓**
(C) Happiness (D) Servile

42. Annihilate:
(A) **Efface✓** (B) Cultivate
(C) Build (D) Create

43. Cumbersome:
(A) **Awkward✓** (B) Decline
(C) Handsome (D) Beautiful

44. Exemplify:
(A) Over (B) **Illustrate ✓**
(C) Answer (D) Summary

45. Imperious:
(A) **Proud✓** (B) Temper
(C) Tamper (D) Distant

46. Luxuriant:
(A) **Beautiful✓** (B) Ugly
(C) Abundant (D) Lovely

47. Memorable:
(A) Memorial impose
(B) **Worth remembering✓**
(C) Mending (D) Striking

48. Impose:
(A) **Enforce✓** (B) Avoid
(C) Come (D) Bold

49. Alter:
(A) **Change✓** (B) Separate
(C) Fixed (D) Arrival

50. IMPECCABLE:
(A) Unmentionable (B) Quotable
(C) Binding (D) **Faultless✓**
(E) Hampering (obstruct)

51. **PARADOX (statement that looks false but is actually correct):**
(A) Exaggeration (overstated)
(B) Contradiction (deny) ✓
(C) Hyperbole
(D) Invective (abusive oratory)
(E) Poetic device

52. **A BOLT FROM THE BLUE:**
(A) Bad luck (B) God sent gift
(C) A feared event
(D) Sudden unwelcome event✓

53. **APE (copy/ imitate):**
(A) To taunt (B) Cheapen
(C) Mimic✓ (D) Steal

54. **HARMONIOUS:**
(A) Jarring **(B) Coherent✓**
(C) Happy (D) Playful

55. **PRODIGAL:**
(A) Wasteful✓
(B) Arrogant, Proud
(C) Extend (D) Multiply

****

CHOOSE THE LETTERED PAIR OF WORDS WHOSE RELATIONSHIP IS MOST LIKE THE RELATIONSHIP EXPRESSED IN THE ORIGINAL LINKED PAIR.

1. **WHISPER: SPEAK**
(A) Brush: Touch✓ (B) Skip: Walk
(C) Listen: Hear (D) Request: Ask

2. **ELUSIVE (evasive): CAPTURE**
(A) Persuasive, Convince
(B) Headstrong: Control✓
(C) Sensible: Decide
(D) Gullible, Trick
(E) Elastic: Stretch

3. **STARE: GLANCE**
(A) Participate: Observe
(B) Scorn: Admire
(C) Hunt: Stalk
(D) Gulp (swallow), sip✓

4. **INFALLIBLE: ERROR**
(A) Irreversible: Cure
(B) Invulnerable: Emotion
(C) Impeccable: Flaw✓
(D) Intolerable: Defect

10. **PROOF: ALCOHOL**
(A) Cream: Milk
(B) Canteen: Water
(C) Tanker: Oil
(D) Octane: Gasoline✓
(E) Pulp: Juice

11. **DAY: SUN**
(A) Sunlight: Daylight
(B) Ray: Sun
(C) Night: Moon✓
(D) Heat: Cold
(E) Moon: Star

12. **HAIR: BALD**
(A) Wig: Curly (B) Egg: Cooked
(C) Rain: Arid✓ (D) Skin: Scarred
(E) Medicine: Healthy

13. **DINGHY: BOAT**
(A) Novel: Book✓
(B) Caone: Paddle
(C) Oar: Water (D) Deck: Stem
(E) Land: Sea

14. **APPLE: TREE**
(A) Silver: Ore
(B) Bronze: Copper
(C) Plank: Wood (D) Glass: Sand
(E) Pearl: Oyster✓

15. **CARNIVORE: MEAT**
(A) Carnivore: Vegetable
(B) Herbivore: Plants✓
(C) Vegetarian: Vitamins
(D) Botanist: Herbs
(E) Pollinator: Plants

Urdu:

1. پنڈت رتن ناتھ سرشار اور مولانا عبدالحلیم شرر جیسے صاحب قلم کس ہندوستان کے علاقہ سے تعلق رکھتے تھے؟
(A) لاہور (B) دہلی
(C) لکھنؤ ✓ (D) اودھ

2. **پنڈت رتن ناتھ سرشار کو کیا کہا جاتا ہے؟**
(A) شیکسپیئر (B) ورڈز ورتھ
(C) چارلس ڈکنز ✓ (D) ڈاکٹر واٹسن

3. **پریم چند کا کون سا ناول سماج کے ظلم کا منہ بولتا ثبوت ہے؟**
(A) میدان عمل **(B) بازار حسن ✓**
(C) گودان (D) امراؤ جان ادا

4. **مضمون 'مامتا' کس کی تصنیف ہے؟**
(A) عطاالحق قاسمی **(B) احمد ندیم قاسمی ✓**
(C) مرزا ادیب (D) پریم چند

5. **غالب کی تاریخ ولادت اور تاریخ وفات بتائیں؟**
(A) 1869-1797 ✓ (B) 1868-1803
(C) 1878-1800 (D) 1978-1900

6. تم میرے پاس ہوتے ہو گویا
جب کوئی دوسرا نہیں ہوتا
یہ شعر کس کا ہے؟
(A) مومن ✓ (B) غالب
(C) میر تقی میر (D) میر درد

7. 'لاہور کا جغرافیہ' اور 'ہاسٹل میں رہنا ہے' کس کے مزاحیہ مضامین ہیں؟
(A) امجد اسلام امجد
(B) ابن انشا
(C) پطرس بخاری ✓
(D) چراغ حسن حسرت

8. قتل حسین اصل میں مرگ یزید ہے
اسلام زندہ ہوتا ہے ہر کربلا کے بعد
اس مشہور شعر کے شاعر کا کیا نام ہے؟
(A) محمد علی جوہر ✓
(B) مومن خان مومن
(C) ابراہیم ذوق
(D) ان میں سے کوئی نہیں

9. لفظ 'شر' کا متضاد کیا ہے؟
(A) بھلائی (B) صواب
(C) ثواب **(D) خیر ✓**

10. گیت نگاری میں سب اہم نام کس کا ہے؟
(A) ولی دکنی **(B) ساحر لدھیانوی ✓**
(C) فیض احمد فیض (D) احمد فراز

11. غزل کے کس شعر میں سے شاعر اپنے تخلص استعمال کرتا ہے؟
(A) درمیان والا شعر (B) مطلع
(C) مطلع ثانی **(D) مقطع ✓**

12. **مرزا غالب نے وفات کہاں پائی؟**
(A) پانی پت ✓ (B) آگرہ
(C) دہلی (D) لکھنو

13. **مشہور افسانہ' ٹوبہ ٹیک سنگھ' کس کی تصنیف ہے؟**
(A) اشفاق احمد (B) کرشن چندر
(C) سعادت حسن منٹو ✓ (D) خالدہ حسین

14. **''مسجد قرطبہ'' کس کی مشہور نظم ہے؟**
(A) علامہ اقبال ✓ (B) ن.م. راشد
(C) جوش ملیح آبادی
(D) مولانا الطاف حسین حالی

15. **ہتھیلی پر ــــــــ جمانا۔**
(A) تیل (B) دہی
(C) سرسوں ✓ (D) برف

16. **ماں نہ ماں میں تیرا ــــــ**
(A) محسن (B) مہربان
(C) غم خوار **(D) مہمان ✓**

17. **چنیوٹ شیر خان میں کون سی مشہور ہستی دفن ہے؟**
(A) محمد بخش **(B) وارث شاہ ✓**
(C) قتیل شفائی (D) پیر سیال

18. **پاکستان کا قومی پھول ــــــ ہے۔**
(A) سورج مکھی (B) گل داؤدی
(C) چنبیلی ✓ (D) گلاب

19. **قرطبہ اور غرناطہ شہر کس یورپی ملک میں واقع ہیں؟**
(A) فرانس (B) آئرلینڈ
(C) اسپین ✓ (D) ہالینڈ

20. **مشتاق احمد یوسفی کون ہیں؟**
(A) مزاح نگار ✓ (B) بزنس مین
(C) صحافی (D) سیاستدان

21. **نیکی کر ــــ میں ڈال۔**
(A) کنویں (B) جیب
(C) دریا ✓ (D) کشکول

22. **ہمارا قومی ترانہ کس شاعر نے تخلیق کیا؟**

(A) فیض احمد فیض (B) ساحر لدھیانوی
(C) **حفیظ جالندھری ✓** (D) جوش ملیح آبادی

23. لوک فنکار پٹھانے خان کا آبائی شہر ہے۔
(A) بہاولپور (B) **کوٹ ادو ✓**
(C) بھکر (D) ملتان

24. مشہور افسانہ 'گڈریا' کس کی تصنیف ہے؟
(A) پروین عاطف (B) **اشفاق احمد ✓**
(C) غلام عباس (D) کرشن چندر

25. 'علی پور کا ایلی' ناول کس نے لکھا؟
(A) عبداللہ حسین
(B) سمیع آہوجا
(C) **ممتاز مفتی ✓**
(D) مستنصر حسین تارڑ

26. 'خوشبو' کس شاعر کا دیوان ہے؟
(A) **پروین شاکر ✓** (B) جون ایلیا
(C) جوش ملیح آبادی (D) احمد ندیم قاسمی

27. احمد فراز کا آبائی شہر کون سا تھا؟
(A) پشاور (B) نوشہرہ
(C) میانوالی (D) **کوہاٹ ✓**

28. ــــــــ ضرورت کی ماں ہے۔
(A) قحط (B) ایجاد
(C) **فراوانی ✓** (D) قلت

29. مندرجہ ذیل میں سے کس شاعری کی نسبت شہر اقبال سیالکوٹ سے ہے؟
(A) **حفیظ جالندھری ✓** (B) احسان دانش
(C) فیض احمد فیض (D) منیر نیازی

30. حروف تہجی کے اعتبار سے کون سا لفظ لغت میں پہلے آئے گا؟
(A) **سنگدل ✓** (B) لاپرواہ
(C) ضمانت (D) ظالم

31. درج ذیل میں ضرب المثل کون سی ہے؟
(A) گھوڑے بیچ کر سونا
(B) **الٹا چور کوتوال کو ڈانٹے ✓**
(C) ہوائی قلعے تعمیر کرنا
(D) ہتھیلی پرسرسوں جمانا

32. اردو ادب کی مشہور شخصیت قرۃ العین حیدر کی وجہ شہرت کیاہے؟
(A) سفر نگاری (B) **ناول نگاری ✓**
(C) مزاح نگاری (D) شاعری

33. مشہور افسانہ 'ٹوبہ ٹیک سنگھ' کس کی تصنیف ہے؟
(A) اشفاق احمد (B) پریم چند
(C) **سعادت حسن منٹو ✓** (D) امتیاز علی تاج

34. "سیرۃ النعمان" کے مصنف ہیں۔
(A) **شبلی نعمانی ✓** (B) رشید احمد صدیقی
(C) شیخ محمد اکرم (D) عبداللہ حسین

35. مشہور ڈرامہ "قرطبہ کا قاضی" کس کی تصنیف ہے؟
(A) **سید امتیاز علی تاج ✓** (B) احمد ندیم قاسمی
(C) پطرس بخاری (D) سعادت حسن منٹو

36. 'خوشبو' کس کی شاعری کا مجموعہ ہے؟
(A) کشور ناہید (B) ناصر کاظمی
(C) **پروین شاکر ✓** (D) فیض احمد فیض

37. مندرجہ ذیل میں ضرب المثل کون سی ہے؟
(A) اپنے منہ میاں مٹھو بننا
(B) **بوڑھی گھوڑی لال لگام ✓**
(C) عید کا چاند ہونا
(D) پانی میں آگ لگانا

38. مشہور ناول 'اداس نسلیں' کس کی تصنیف ہے؟
(A) بانو قدسیہ (B) اشفاق احمد
(C) **عبداللہ حسین ✓** (D) قرۃ العین حیدر

39. مسدس کے ہر بند میں کتنے مصرعے ہوتے ہیں؟
(A) سات (B) پانچ
(C) **چھ ✓** (D) چار

40. درج ذیل شعرا میں سے 'عوامی شاعر' کسے کہا جاتا ہے؟
(A) **نظیر اکبر آبادی ✓** (B) الطاف حسین حالی
(C) فیض احمد فیض (D) علامہ اقبال

41. جملہ کسے کہتے ہیں؟
(A) **بامعنی الفاظ کا مجموعہ ✓**
(B) حرفوں کا مجموعہ
(C) وہ فقرہ جس میں فاعل نہ ہو
(D) دو یا دو سے زیادہ الفاظ کا مجموعہ

42. مشہور نظم 'طلوع اسلام' کے شاعر کون ہیں؟
(A) احسان دانش (B) علامہ اقبال
(C) **حفیظ جالندھری ✓** (D) الطاف حسین حالی

43. درج ذیل شعر کس کا ہے؟
سب کہاں کچھ لالہ و گل میں نمایاں ہوگئیں
خاک میں کیا صورتیں ہونگی کہ پنہاں ہوگئیں
(A) حسرت موہانی (B) میر تقی میر
(C) علامہ اقبال (D) **اسد اللہ غالب ✓**

44. درج ذیل الفاظ قواعد کی مدد سے کیا ہیں؟
پنکھڑی، نوکری، پہاڑی
(A) اسم مفعول (B) **اسم تصغیر ✓**

(C) اسم ظرف (D) اسم منکر

45. درج ذیل میں کون سا لفظ ہجے کے لحاظ سے درست ہے:

(A) پرواع (B) پرواہ
(C) پرواح (D) پروا✓

46. درج ذیل میں کونسا ہجے کے لحاظ سے درست ہے؟

(A) استفداح (B) استفادہ✓
(C) استفادہ (D) استفادا

47. کون سا فقرہ درست ہے؟

(A) سکول کا نتیجہ سو فیصد رہا✓
(B) شور سن کر میری نیند کھل گئی
(C) شریف بچے گالیاں نہیں دیتے
(D) آپ کی خیریت نیک مطلوب چاہتا ہوں

48. نشیب کا متضاد ہے:

(A) چڑھائی (B) اونچائی
(C) فراز✓ (D) بلندی

49. درج ذیل میں ضرب المثل تلاش کیجئے۔

(A) عید کا چاند
(B) اپنے منہ میاں مٹھو بننا
(C) بوڑھی گھوڑی لال لگام✓
(D) پانی میں آگ لگانا

50. مشہور تصنیف "یاد گار غالب" کے مصنف کون تھے؟

(A) سرسید احمد خان (B) مرزا غالب
(C) علامہ اقبال
(D) الطاف حسین حالی✓

51. "نقش فریادی" کس کا شعری مجموعہ ہے؟

(A) فیض احمد فیض
(B) احمد ندیم قاسمی✓
(C) ناصر کاظمی
(D) منیر نیازی

52. "بابائے اردو" کسے کہا جاتا ہے؟

(A) سر سید احمد خان
(B) ڈپٹی نذیر احمد
(C) مولانا ظفر علی خان
(D) مولوی عبدالحق✓

53. "ڈوبتے کو تنکے کا سہارا" قواعد کی رو سے کیا ہے؟

(A) قول (B) ضرب المثل
(C) کہاوت (D) محاورہ✓

54. مشہور کتاب "بجنگ آمد" کے مصنف کون ہیں؟

(A) سید ضمیر جعفری
(B) شفیق الرحمان
(C) کرنل محمد خان✓
(D) مشتاق احمد یوسفی

55. مشہور ڈرامہ "انار کلی" کے مصنف کون ہیں؟

(A) امتیاز علی تاج✓ (B) بانو قدسیہ
(C) اشفاق احمد (D) احمد ندیم قاسمی

56. "یادوں کی برات" کس کی سوانح عمری ہے؟

(A) ممتاز مفتی (B) قدرت اللہ شہاب
(C) جوش ملیح آبادی✓ (D) ابن انشا

57. مندرجہ ذیل کتب میں کون سی الطاف حسین حالی کی تصنیف نہیں ہے؟

(A) اردوئے معلّٰی✓
(B) مقدمہ شعرو شاعری
(C) مدو جزر اسلام (D) حیات سعدی

58. "آواز دوست" کے مصنف کون ہیں؟

(A) عطا الحق قاسمی (B) ممتاز مفتی
(C) اشفاق احمد (D) مختار مسعود✓

59. مشہور ڈرامہ "قرطبہ کا قاضی" کس کی تصنیف ہے؟

(A) امجد اسلام امجد
(B) سید امتیاز علی تاج✓
(C) پطرس بخاری
(D) احمد ندیم قاسمی

60. درج ذیل شعر کس کا ہے؟

بس کہ دشوار ہے ہر کام کا آساں ہونا
آدمی کو بھی میسر نہیں انساں ہونا

(A) فیض احمد فیض (B) الطاف حسین حالی
(C) اسد اللہ غالب✓ (D) علامہ محمد اقبال

61. مولانا جلال الدین رومی کا مزار قونیہ میں ہے۔ قونیہ کس ملک کا شہر ہے؟

(A) شام (B) ترکی✓
(C) عراق (D) ایران

62. مشہور کہانی "اوور کوٹ" کے مصنف کون ہیں؟

(A) حسینہ معین (B) غلام عباس✓
(C) سید امتیاز علی تاج (D) سعادت حسن منٹو

63. "اردو کی آخری کتاب" کس کی تصنیف ہے؟

(A) مشتاق احمد یوسفی (B) ضمیر جعفری
(C) کرنل محمد خان (D) ابن انشا✓

64. درج ذیل شعر کس کا ہے؟

جو رکے تو کوہ گراں تھے ہم جو چلے تو جاں سے گزر گئے

نہیں ہیں؟

(A) محوزہ✓ (B) فرہنگ

(C) مرقع (D) مہوش

76. عقائد میں توحید کے بعد کس کا درجہ آتا ہے؟

(A) زکوٰۃ (B) حج

(C) رسالت✓ (D) نماز

77. جھیل سیف الملوک کس جگہ واقع ہے؟

(A) وادی کاغان✓ (B) وادی کوئٹہ

(C) وادی ہنزہ (D) وادی سوات

78. مندرجہ ذیل شعر کس کا ہے:

قتل حسین اصل میں مرگ یزید ہے
اسلام زندہ ہوتا ہے ہر کربلا کے بعد

(A) غالب (B) محمد علی جوہر✓

(C) حالی (D) علامہ اقبال

79. رباعی کا سب سے بڑا اور مقبول شاعر کون ہے؟

(A) غالب (B) عمر خیام✓

(C) حافظ (D) فردوسی

80. مرثیہ کس نوعیت کی شاعری کو کہتے ہیں؟

(A) تحسینی (B) المیہ✓

(C) رزمیہ (D) مزاحیہ

81. کس پنجابی شاعر کا کلام سکھوں کی مذہبی کتاب کا حصہ ہے؟

(A) بابا فرید (B) بلھے شاہ

(C) سلطان باہو (D) وارث شاہ✓

82. روزنامہ 'جنگ' کے بانی کا نام کیا ہے؟

(A) ان میں سے کوئی نہیں

(B) میر خلیل الرحمٰن✓ (C) میر شکیل الرحمٰن

(D) میر جاوید الرحمٰن95. نسیم حجازی کی وجہ شہرت کیا ہے؟

(A) افسانہ نگاری (B) شاعری

(C) تاریخی ناول✓ (D) جاسوسی ناول

83. 'اک چادر میلی سی' کس کا مشہور ناول ہے؟

(A) کشور ناہید (B) منشی پریم چند

(C) کرشن چندر (D) راجندر سنگھ بیدی✓

84. علامہ اقبال نے ایم اے کی ڈگری کس مضمون میں حاصل کی؟

(A) اسلامیات (B) انگریزی

(C) نفسیات (D) فلسفہ✓

85. "امراؤ جان ادا" کس کی تحریر ہے؟

(A) پریم چند (B) ہادی رسوا✓

(C) رفیق احمد (D) سرسید

رہ یار ہم نے قدم قدم تجھے یادگار بنادیا

(A) احمد ندیم قاسمی (B) حفیظ جالندھری

(C) حبیب جالب (D) فیض احمد فیض✓

65. مندرجہ ذیل میں سے کون سے شاعر اپنی مرثیہ نگاری کے لئے مشہور ہیں؟

(A) داغ دہلوی (B) میرانیس✓

(C) میر تقی میر (D) نظیر اکبر آبادی

66. "علی پور کا ایلی" کس کی خود نوشت سوانح عمری ہے؟

(A) سرسید احمد خان (B) ممتاز مفتی✓

(C) اشفاق احمد (D) قدرت اللہ شہاب

67. "طاق نسیاں پر رکھنا" کا مطلب ہے:

(A) حفاظت سے رکھنا (B) قطع تعلق کرنا

(C) بھول جانا✓ (D) سجاوٹ کرنا

68. حروف تہجی کے لحاظ سے کون سا لفظ لغت میں پہلے آئے گا؟

(A) سنگدل✓ (B) ضمانت

(C) لاپروا (D) ظالم

69. "رائی کا پہاڑ بنانا" کا مطلب ہے:

(A) مشکل کام کرنا (B) تنقید کرنا

(C) مبالغے سے کام لینا✓ (D) جدوجہد کرنا

70. علامہ اقبال کی کون سی کتاب میں ان کا اردو اور فارسی کلام اکٹھا چھپا ہے؟

(A) ارمغان حجاز✓ (B) بانگ درا

(C) بال جبریل (D) ضرب کلیم

71. جو لفظ کسی وصف کی وجہ سے مشہور ہو جائے اسے کیا کہتے ہیں؟

(A) خطاب (B) کنیت

(C) عرف✓ (D) لقب

72. "مسدس حالی" کا اصل نام ہے:

(A) مدوجزر اسلام✓ (B) دیوان حالی

(C) کلیات حالی (D) شاہنامہ اسلام

73. پاکستان کے کس صوبے کو "باب اسلام" کہا جاتا ہے؟

(A) بلوچستان (B) پنجاب

(C) سرحد (D) سندھ✓

74. "جنت ماں کے قدموں تلے ہے"

(A) ضرب المثل

(B) ارشاد نبوی ﷺ ہے ✓

(C) قول ہے

(D) قرآنی آیت کا ترجمہ ہے

75. مندرجہ ذیل میں سے کس لفظ کے ہجے درست

Everyday Science:

1. Epistemology is the study of:
   (A) Knowledge✓ (B) Insects
   (C) Parasites (D) Religions
2. The Earth takes about _______ to complete one rotation around its axis.
   (A) 48 hours (B) One month
   (C) 24 hours✓ (D) 365 days
3. When a gas turns into a liquid, the process is called:
   (A) Condensation✓ (B) Evaporation
   (C) Deposition (D) Sublimation
4. Yeast used in making of bread is a:
   (A) Fungus (B) Plant
   (C) Bacteria✓ (D) Seed
5. The disease Diphtheria affects the ________ in the human body.
   (A) Kidneys (B) Intestines
   (C) Throat✓ (D) Joints
6. LED technology is energy efficient. What does LED stand for?
   (A) Low Energy Data
   (B) Low Energy Diode
   (C) Light Emitting Diode✓
   (D) None of these
7. What was the code name given to United States Navy SEALS operation leading to elimination of Osama bin Ladin in Abbottabad?
   (A) Lion Heart
   (B) Neptune Spear✓
   (C) Geronimo (D) Shockwave
8. Pedagogy is a science of:
   (A) Children disease (B) Language
   (C) Civilization (D) Teaching✓
9. How many acres are there in one hectare?
   (A) 2.47✓ (B) 3.47
   (C) 4.47 (D) 5.47
10. Liquids that evaporate quickly are known as ________ liquids.
    (A) Viscous (B) Transient
    (C) Volatile✓ (D) Light
11. If a ship travels from fresh water to a sea or ocean, it will:
    (A) Rise a little higher✓
    (B) Sink completely
    (C) Sink a little lower
    (D) Remain unaffected
12. Which one of the following fruits / vegetables is a good source of potassium?
    (A) Beetroot (B) Bananas✓
    (C) Sweet potatoes (D) Spinach
13. What is the chemical name of bleaching powder?
    (A) Calcium Hypochlorite✓
    (B) Calcium Chlorate
    (C) Calcium Chloride
    (D) Chlorine
14. Which one of the following greenhouse gases has the greatest warming effect?
    (A) Carbon dioxide✓
    (B) Carbon monoxide
    (C) Methane (D) Helium
15. What is the function of the heart pacemaker?
    (A) It decreases the heartbeat
    (B) It regulates the heartbeat✓
    (C) It accelerates blood supply to the heart
    (D) All of these
16. What is the Richter Scale used to measure?
    (A) Flood (B) Volcano
    (C) Earthquake✓ (D) Tsunami
17. Which body organ produces urine?
    (A) Pancreas (B) Uterus
    (C) Kidney✓
    (D) Large intestine
18. What are Newtons used to measure?
    (A) Gravity✓ (B) Volcano
    (C) Earthquake (D) Tsunami
19. What is the most abundant element in the universe?
    (A) Hydrogen (B) Oxygen
    (C) Sodium✓ (D) Copper
20. How many chambers are there in the human heart?
    (A) 2 (B) 4✓
    (C) 3 (D) 6
21. Which vitamin is provided by sunlight to the body?

(A) Vitamin A (B) Vitamin B
(C) Vitamin C (D) Vitamin D✓

22. **The enzyme-linked immunosorbent assay (ELISA) is used to detect:**
(A) Antibodies✓ (B) Pathogens
(C) Tissues (D) Chemicals

23. **What is chlamydomonas?**
(A) An algae✓ (B) A fungus
(C) An animal (D) A fossil

24. **What is the most common salt in seawater?**
(A) Calcium Carbonate
(B) Potassium Chloride
(C) Sodium Chloride✓
(D) Magnesium Sulphate

25. **The organ in the body which accumulates iodine is:**
(A) Pituitary gland
(B) Thyroid gland✓
(C) Thymus (D) Parathyroid

26. **Who invented chronometer?**
(A) John Harrison✓ (B) Marconi
(C) Dalton (D) Samuel Francis

27. **Seawater is water from a sea or:**
(A) Bay (B) River
(C) Ocean✓ (D) Stream

28. **Which of the following gases is used for refrigeration?**
(A) Chlorine (B) Ammonia✓
(C) Phosphine (D) Carbon Dioxide

29. **Cytology is the:**
(A) Study of living cells✓
(B) Study of harmones
(C) Study of seeds
(D) Study of surface tension

30. **Which among the following is a positively charged particle emitted by a radioactive element?**
(A) Beta rays (B) Alpha rays✓
(C) Gamma rays (D) Cathode rays

31. **If there is no sun, the color of the sky would be:**
(A) Orange (B) Blue
(C) Yellow
(D) None of these✓

32. **Which of the following is not a chemical reaction?**
(A) Burning of a paper
(B) Conversion of water into steam✓
(C) Digestion of food
(D) Burning of coal

33. **A chronometer measures:**
(A) Sound waves (B) Time✓
(C) Color contrast (D) Water waves

34. **The lightest particle of the matter is:**
(A) Electron✓ (B) Neutron
(C) Proton (D) Deuteron

35. **Meteorology is:**
(A) Science of atmosphere✓
(B) Study of weights & measures
(C) Study of growth
(D) Study of stars

36. **The credit of developing the polio vaccine goes to:**
(A) Jonas Salk✓ (B) Albert Sabin
(C) Salmon Waksman
(D) None of these

37. **Who invented the ballpoint pen?**
(A) Waterman (B) Oscar
(C) Wilson (D) Laszlo Biro✓

38. **Blaise Pascal is associated with:**
(A) Calculation Machine
(B) Computer
(C) Cinema (D) Laszlo Biro

39. **A metal which is liquid at room temperature is:**
(A) Gold (B) Aluminium
(C) Mercury✓ (D) Platinum

40. **Study of earthquakes is known as:**
(A) Ecology (B) Seismology✓
(C) Numismatics (D) None of these

41. **Ecology deals with:**
(A) Birds
(B) Cell formation
(C) Relations between organisms and their environment✓
(D) Tissues

42. **Oncology is the study of:**
(A) Plants (B) Cancer✓
(C) Mammals (D) Soil

43. **Optic fibres are mainly used for which of the following?**
(A) Weaving
(B) Eye Surgery
(C) Communication✓
(D) Food Industry

44. **The first test-tube baby of the world was born**

in:
(A) France (B) Philippines
(C) Britain✓ (D) USA

45. What makes a lemon sour?
(A) Tartaric acid (B) Citric acid✓
(C) Acetic acid
(D) Hydrochloric acid

46. Who discovered the solar system?
(A) Copernicus✓ (B) Newton
(C) Galileo (D) Kepler

47. Fathom is the unit of measurement for:
(A) Sound (B) Depth✓
(C) Energy (D) Time

48. Which is the hardest among following?
(A) Radium (B) Diamond✓
(C) Graphite (D) Gold

49. Which of the following is associated with Einstein?
(A) Radioactivity
(B) Theory of Relativity✓
(C) Rocket Propulsion
(D) Quantum Theory

50. Who among the following received Nobel Prize twice?
(A) Frederic Joliot (B) Marie Curie✓
(C) Irene Curie (D) John Wheeler

51. The smallest gland in the body is:
(A) Adrenal (B) Pancreas
(C) Pineal gland✓ (D) Pituitary

52. The first astronaut who landed on the Moon?
(A) Yuri Gagarin
(B) Neil Armstrong✓
(C) Neil Bohr (D) None of these

53. Silk in produced by:
(A) Larva of silkworm✓
(B) Eggs of silkworm
(C) Pupa of silkworm
(D) None of these

54. Scurvy is a disease of:
(A) Eyes (B) Skin✓
(C) Hair (D) Liver

55. What is the Richter Scale used to measure?
(A) Tsunami (B) Food
(C) Volcano (D) Earthquake✓

56. Melling point of acetanilide is:
(A) 51°C (B) 61°C✓
(C) 71°C (D) 81°C

57. Melling point of acetanilide is:
(A) 110°C (B) 112°C
(C) 114°C (D) 116°C

58. Acetaldol is used in the vulcanization of:
(A) Wood (B) Rubber✓
(C) Plastic (D) Water

59. Accumulator is a device for storing:
(A) Electricity✓ (B) Charge
(C) Current (D) Resistance

60. Glues and cements are:
(A) Adiabatics (B) Adhesives✓
(C) Adatoms (D) Acyls

61. A unit of loudness, used in measuring the intensity of sound is:
(A) Phon✓ (B) Phonon
(C) Phosphor (D) None

62. A colourless, inflammable poisonous gas with an unpleasant smell is:
(A) Phosphate (B) Phosphine✓
(C) Phosphite (D) None

63. The study of the action of chemical substances upon animals is:
(A) Pharmacology✓ (B) Pharmacy
(C) Phenacetion (D) None

64. Melting point of phenol, a white crystalline solid is:
(A) 21°C (B) 31°C
(C) 41°C✓ (D) 51°C

65. The dress made out of which of the following materials is safest to wear while cooking?
(A) Terylene✓ (B) Silk
(C) Nylon (D) Cotton

66. Cycloprophane is a colourless inflammable gas, used as a/an:
(A) Crystal (B) Solvent
(C) Anaesthetic✓ (D) Solate

67. Philology is:
(A) Scientific study of literary texts✓
(B) Study of bones
(C) Study of muscles
(D) Study of architecture

68. The 1st satellite was launched by:
(A) UK (B) France
(C) USSR✓ (D) Japan

69. Who was the surgeon who pioneered antiseptic surgery in 1865?
(A) John Sleeman (B) Edward Jenner
(C) Joseph Lister✓ (D) A. Sabine

70. Day and night changes are due to:

(A) **Earth's rotation around its axis✓**
(B) Earth's revolution
(C) Earth's rotation accompanied with its revolution
(D) None of these

71. **The energy generation in stars is due to:**
(A) Fusion of heavy nuclei
(B) Fission of heavy nuclei
(C) **Fusion of light nuclei✓**
(D) None of these

72. **The filament of an electric bulb is made of:**
(A) **Tungsten✓** (B) Carbon
(C) Iron (D) None of these

73. **Fiber optics technology is being used in:**
(A) Oil and gas pipelines control and monitoring system
(B) **Telecommunication✓**
(C) Electrical power control and distribution monitoring system
(D) All of the above

74. **Which vitamin protects skin of the human body?**
(A) D (B) **A✓**
(C) B_1 Complex (D) C

75. **Solar System consists of:**
(A) Eleven planets
(B) **Eight planets✓**
(C) Nine planets
(D) Ten planets

76. **The earth's rotation on its axis is from:**
(A) **West to East✓** (B) South to North
(C) North to South (D) East to West

77. **"Dosimeter" is a device used to measure: -**
(A) High temperatures
(B) **Nuclear radiation for safety purposes✓**
(C) The speed of wind or any other gas
(D) Heat radiation

78. **What do you understand by the disease "Insomnia"?**
(A) Depression
(B) **Inability to sleep✓**
(C) Colour blindness
(D) None of the above

79. **A doctor specialist in skin diseases is called:**
(A) **Dermatologist✓**
(B) Cardiologist
(C) Endocrinologist
(D) None of the above

80. **"Ornithology" is the study of:**
(A) Sea plants (B) **Birds✓**
(C) Insects (D) Sea animals

81. **What do you understand by "Choreography"?**
(A) **The steps and movement in dances✓**
(B) The study of universe
(C) The study of secret writing
(D) Techniques used in space travelling

82. **Which of the following gases is mainly causing global warming?**
(A) Hydrogen (B) Nitrogen
(C) Methane (D) **Carbon dioxide✓**

83. **Which of the following gases is most predominant in the Sun?**
(A) Ozone (B) Helium
(C) **Hydrogen✓** (D) Nitrogen

84. **Vitamins were discovered by:**
(A) **Funk✓** (B) Moseley
(C) Chadwick (D) Frank Whittle

85. **Biogas is the common name of:**
(A) Oxygen gas (B) **Natural gas✓**
(C) Hydrogen gas (D) Nitrogen gas

86. **Who is the founder of 'Big Bang Theory?**
(A) **George Lemaitre✓**
(B) Tycho Brahe
(C) Edwin Hubble
(D) Issac Asimov

87. **What is the diametre of Earth?**
(A) 14756 Kilometre
(B) 10556 Kilometre
(C) **12756 Kilometre✓**
(D) None of these

88. **The time required by moonlight to reach the Earth is:**
(A) 3 seconds (B) One second
(C) **1.3 second✓** (D) 2 seconds

89. **Poise is the unit of:**
(A) Quantity (B) Velocity
(C) Density (D) **Viscosity✓**

90. **Who is the founder of Chemistry?**
(A) Al-Bairuni
(B) Muhammad Bin Zikrya Al-Razi
(C) **Jabir Bin Hayyan✓**
(D) Ibn-ul-Haitham

91. **The acid prepared by Jabir Bin Hayyan is:**

(A) Citric Acid (B) Phosphoric Acid
(C) Carbonic Acid **(D) Sulphuric Acid✓**

92. **Method for the preparation of varnish was discovered by:**
(A) Ibn-ul-Haitham **(B) Jabir Bin Hayyan✓**
(C) Muhammad Bin Zikrya Al-Razi
(D) Al-Bairuni

93. **Enzymes are made of:**
(A) Proteins✓ (B) Oil
(C) Carbon (D) Silica

94. **One ounce is equal to how many grams?**
(A) 28.85 (B) 28.65
(C) 27.95 **(D) 28.35✓**

95. **Wind blowing in a spiral form around a region of low atmospheric pressure is a:**
(A) Tornado (B) Hurricane
(C) Cyclone✓ (D) Anticyclone

96. **When the days and nights are equal, the rays of the sun directly fall on the:**
(A) North Pole **(B) Equator✓**
(C) Tropic of Cancer (D) South Pole

97. **On June 21, the sun is vertically overhead the:**
(A) Tropic of Cancer✓ (B) Tropic of Capricorn
(C) Equator
(D) Position of the sun is not definite

98. **Which of the following metals is not only magnetic but also radioactive?**
(A) Thorium✓ (B) Aluminium
(C) Iron (D) Platinum

99. **"Thryoid Gland" is located in _______ of human body.**
(A) Stomach (B) Thorax
(C) Leg **(D) Neck✓**

100. **In human body, Gall Bladder is part of _______ System.**
(A) Nervous (B) Reproductory
(C) Digestive✓ (D) Respiratory

101. **Which of the following blood vessels carry blood from the human body to the heart?**
(A) Veins✓ (B) Arteries
(C) Capillaries (D) None of these

102. **Glaucoma is caused by increase in pressure within:**
(A) Eyeball✓ (B) Heart
(C) Lungs (D) Kidneys

103. **Lemon is a good source of vitamin:**
(A) D **(B) C✓**
(C) A (D) E

104. **What is "Acoustics"?**
(A) Science of Electromagnetic Waves System
(B) Science of Waves
(C) Science of Sound✓
(D) Science of Light

105. **For galvanizing of iron, which of the following metals is used?**
(A) Zinc✓ (B) Aluminium
(C) Copper (D) Lead

106. **Sound cannot travel through:**
(A) Gases **(B) Vacuum✓**
(C) Liquids (D) Solids

107. **X-Rays were discovered by:**
(A) Madame Curie **(B) Roentgen✓**
(C) Thomson (D) Rutherford

108. **Breeding and management of bees is known as:**
(A) Apiculture✓ (B) Sericulture
(C) Horticulture (D) None of these

109. **Hepatitis causes inflammation of:**
(A) Stomach (B) Lungs
(C) Liver✓ (D) Kidneys

110. **Isotopes are atoms of the same element with different number of:**
(A) Positrons **(B) Protons✓**
(C) Electrons (D) Neutrons

111. **Which one of the following is a vector quantity?**
(A) Velocity✓ (B) Speed
(C) Temperature (D) Mass

112. **Dolly was the name of the:**
(A) First dog in space
(B) First cloned sheep✓
(C) First test-tube baby
(D) Oldest human fossil

113. **Greenhouse Effect is mainly caused by excess of _________ in the atmosphere.**
(A) Hydrogen sulfide **(B) Carbon dioxide✓**
(C) Carbon monoxide (D) Nitrogen

114. **Which hormone is responsible for production of milk in human body?**
(A) Testosterone (B) Oxytocin
(C) Prolactin✓ (D) Thyroxine

115. A drop of water is roughly spherical because of:
(A) Viscosity of water
(B) Surface tension✓
(C) Low air pressure
(D) Air resistance

116. Our skin produces ________ when exposed to sunlight.
(A) Vitamin B (B) Vitamin C
(C) Vitamin K (D) Vitamin D✓

117. The chemical name for common salt is ____.
(A) Nitrogen
(B) Sodium Chloride✓
(C) Potassium Glucomate
(D) Sulphuric Acid

118. _______ is the most common colour in nature.
(A) Orange (B) Green✓
(C) Black (D) Blue

119. Cholesterol level is analyzed in ____ sample.
(A) Stool (B) Urine
(C) Sputum (D) Blood✓

120. Ozone layer protects life on earth from __________.
(A) Ultraviolet rays✓ (B) Meteorites
(C) Humidity (D) Greenhouse gases

121. Chemical formula for water is __________.
(A) H_2O_2 (B) CH
(C) Na(D) H_2O✓

122. Tsunami is __________
(A) Snowstorm (B) Windstorm
(C) Cyclone (D) Massive wave in sea caused by an earthquake✓

123. Ecosystem refers to __________.
(A) Air Humidity (B) Sea Salt
(C) Earth Heat (D) Earth Environment✓

124. Gynaecology is a branch of __________.
(A) Chemistry (B) Geology
(C) Physics (D) Medicine✓

125. Optic Fibre System is a:
(A) Defense Mechanism
(B) Telecommunication System✓
(C) Air Raid System
(D) None of these

126. Diabetes is caused due to the deficiency of:
(A) Insulin✓ (B) Vitamin B
(C) Iron (D) Calcium

Covid-19

1. According to a new UN report, which continent could see 300,000 COVID-19 deaths this year?
(A) Asia (B) North America
(C) Africa✓ (D) Europe

2. Pakistani-American doctor and a state senator for Connecticut who helped develop a ventilator device that makes it possible to treat seven COVID-19 patients at once is:
(A) Dr Imtiaz Hussain
(B) Dr Saud Anwar✓
(C) Dr Ejaz Khan
(D) Dr Shahid Anwar

3. Which country banned the use of saliva, sweat to shine Cricket ball under COVID-19 guidelines?
(A) Australia✓ (B) India
(C) England (D) Pakistan

4. The virtual Summit of the Non Aligned Movement (NAM) on COVID-19 pandemic has been organised at the initiative of which country?
(A) Kazakhstan (B) Azerbaijan✓
(C) Uzbekistan (D) None of above

5. The official name of the virus causing the COVID-19 given by WHO is_____.
(A) SARS-CoV 1 (B) MERS -CoV 1
(C) SARS-CoV 2✓ (D) MERS-CoV 2

6. From which country the first case of a Tiger tested positive of COVID-19 has been reported?
(A) UK (B) USA✓
(C) UAE (D) India

7. Recently, which country's princess Maria Teresa became the first to die from COVID-19?
(A) Germany (B) Spain✓
(C) Italy (D) UK

8. Which country recommended all the world countries to use Tan Re Qing to treat COVID-19?
(A) CHINA✓ (B) CUBA
(C) RUSSIA (D) USA

9. Which country's Finance Minster committed suicide because of "deeply worried" over how to cope with the economic fallout from the COVID-19?
(A) Spain (B) Italy
(C) Denmark (D) Germany✓

10. What group(s) of people has/have a higher risk of developing severe disease and death due to Coronavirus (Covid-19)?

I. Women and Children
II. 60 years old or above
III. people already underlying medical conditions ;

(A) I only (B) II only
(C) I and II (D) II and III✓

11. Video conference of SAARC leaders on COVID-19 held on which date?

(A) 14 March 2020 (B) **15 March 2020✓**
(C) 16 March 2020 (D) None of these

12. Which global organisation has launched the "COVID Action Platform" to convene the business community to support for COVID-19?

(A) World Bank
(B) World Economic Forum✓
(C) International Monitory Fund
(D) United Nations

13. In March 2020, the World Health Organization (WHO) decleared Covid-19 as a_____.

(A) Pandemic✓ (B) Endemic
(C) Epidemic (D) Zoonotic

14. Which country is the first to develop an antibody test to identify the novel coronavirus (COVID-19)?

(A) China (B) USA
(C) Singapore✓ (D) Japan

15. World Health Organization named deadly virus from China as _____.

(A) COVID-19✓ (B) NOVID-19
(C) NCV-19 (D) None of these

16. _____stayed away from the regional trade officials video conference on Covid-19 hosted by India.

(A) Pakistan✓ (B) Nepal
(C) Bangladesh (D) Maldives

17. Through which social media app, Govt launched Coronavirus (COVID-19) infor-mation service ?

(A) Twitter (B) Facebook
(C) WhatsApp✓ (D) None of these

18. Which border was ordered to open by Prime Minister Imran Khan on 20th March, 2020, despite the global pandemic of COVID-19?

(A) Chaman border✓
(B) Wagah border
(C) China border
(D) All of above

19. Pakistan recorded its first Coronavirus COVID-19 death on_____.

(A) 16 March 2020 (B) 17 March 2020
(C) **18 March 2020✓** (D) 19 March 2020

20. Corona Virus (covid-19) came to Pakistan from which neighboring country?

(A) Iran✓ (B) China
(C) Afghanistan (D) India

21. Which two countries collaborate to develop rapid testing for COVID-19 under 30 seconds?

(A) USA-UK (B) USA-Pakistan
(C) India-Israel✓ (D) China-Pakistan

22. Which country police train dogs to sniff out Covid-19?

(A) Brazil (B) Chile✓
(C) Algeria (D) None of Above

23. Which nation has become the world's first to successfully complete human trials of its COVID vaccine?

(A) US (B) China
(C) Germany (D) Russia✓

24. Which country overtakes Russia to become third worst-hit nation by COVID-19?

(A) Peru (B) India✓
(C) Chile (D) UK

25. The theme of the World Day Against Child Labour (WDACL) 2020 was _______ ?

(A) "The End of Child Labour: Within Reach"
(B) "protect children more than ever from COVID-19"✓
(C) "Generation Safe & Healthy"
(D) "Children shouldn't work in fields, but on dreams!"

26. Which global organisation launched a new initiative called COVID-19 Technology Access Pool (C-TAP)?

(A) World Health Organisation✓
(B) World Trade Organisation
(C) UNICEF (D) World Bank

27. Which venue was originally scheduled for the 46th G-7 summit 2020, that has been postponed due to Covid-19 pandemic?

(A) France (B) United States✓
(C) Germany (D) Italy

Computer Science:

Basics of Information Technology

1. **The name for the screen clarity is:**
   (A) **Resolution✓** (B) Discrete
   (C) Pixel (D) LCD
2. **Collection of raw facts and figures is called:**
   (A) Information (B) Processing
   (C) **Data✓** (D) Output
3. **Data processing is also called:**
   (A) **Data computing✓**
   (B) Information technology
   (C) Information system
   (D) Calculating
4. **An electronic device that accepts, processes data and produces information is called:**
   (A) Input device
   (B) **Computer✓**
   (C) Output device
   (D) Operating system
5. **_______ is category software(s).**
   (A) Application software
   (B) System software
   (C) **Both (a) and (b)✓**
   (D) None of these
6. **_______ is an example of packaged software.**
   (A) MS Word
   (B) Front Page
   (C) MS-Access (D) **All✓**
7. **_______ is not an application software.**
   (A) Internet (B) **Device driver✓**
   (C) Games
   (D) Multimedia software
8. **An inkjet printer is an example of a(n):**
   (A) LASER printer
   (B) Impact printer
   (C) COM printer
   (D) **Non-Impact Printer✓**
9. **CPU stands for:**
   (A) Centre Product Unit
   (B) Central Programming Unit
   (C) Control Program Unit
   (D) **Central Processing Unit✓**
10. **_______ is secondary storage device.**
    (A) **CD-ROM✓** (B) ROM
    (C) Cache (D) RAM
11. **_______ is secondary storage device.**
    (A) Hard disk drive
    (B) CD-ROM drive
    (C) Tape drive (D) **All✓**
12. **The device driver is an example of:**
    (A) Application Software
    (B) **System Software✓**
    (C) Freeware
    (D) Shareware
13. **_______ is input device.**
    (A) Keyboard
    (B) Touchpad
    (C) Microphone
    (D) **All✓**
14. **_______ is not an example of input device.**
    (A) **Speaker✓**
    (B) Scanner
    (C) Mouse
    (D) Digital camera
15. **_______ key is used to change lowercase letters mode to uppercase and vice versa.**
    (A) Alt (B) Enter
    (C) Ctrl (D) **Caps Lock✓**
16. **Computer is a combination of:**
    (A) Software
    (B) Hardware
    (C) **Both (a) and (b)✓**
    (D) None
17. **_______ is not a hardware component.**
    (A) Input device
    (B) Secondary storage
    (C) Processor
    (D) **Operating system✓**
18. **Another name of main memory is:**
    (A) Secondary memory

(B) Primary storage✓
(C) Permanent memory
(D) None

19. A set of instructions in a computer is:
(A) Software (B) Program
(C) Hardware
(D) Both (a) and (b)✓

20. A program or set of programs that is specially designed to control the computer system is called:
(A) System Software✓
(B) Application Software
(C) Freeware
(D) Shareware

21. _____ key is used to cancel the current operation.
(A) Alt
(B) Caps Lock
(C) Esc✓
(D) Num Lock

22. Arrow keys are also known as:
(A) Function keys
(B) Cursor Control keys✓
(C) Toggle keys
(D) Special keys

23. _______ input device is not a pointing device.
(A) Scanner✓
(B) Pointing stick
(C) Digitizing tablet (D) Touchpad

24. _______ pointing devices has a vertical handle like a gearshift lever.
(A) Light pen (B) Pointing stick
(C) Trackball (D) Joystick✓

25. _______ pointing device uses the sensors to detect the touch of a finger.
(A) Touchscreen✓ (B) Light pen
(C) Pointing stick (D) Joystick

26. Imaging uses what device to input data.
(A) Tablet (B) Icon
(C) Barcode reader (D) Scanner✓

27. The barcode is called:
(A) Universal Product Code✓
(B) EBCDIC code
(C) ASCII code
(D) Unicode

28. _______ is a photoelectric scanner that translates the barcode symbols into digital code.
(A) MICR
(B) Barcode Reader✓
(C) OCR
(D) OMR

29. _______ devices is used check and process the test marks of students:
(A) OMR✓
(B) Barcode Reader
(C) An example of smart card
(D) MICR

30. _______ is an audio input device.
(A) Digital camera (B) Microphone✓
(C) Video camera (D) Speaker

31. _______ is an output device.
(A) Monitor (B) Speaker
(C) Printer (D) All✓

32. Printers and monitors are examples of:
(A) Input unit
(B) Storage unit
(C) Output unit✓
(D) Processing unit

33. _______ is not to related softcopy output.
(A) CRT
(B) Plotter, printer✓
(C) Monitor
(D) Screen

34. _______ works like a photocopying machine.
(A) Inkjet printer
(B) Bubble printer
(C) Laser printer
(D) Band printer

35. An inkjet printer is an example of a(n):
(A) Laser printer
(B) Impact printer
(C) COM printer
(D) Non-impact printer✓

36. _______ is not an output device.
(A) Monitor
(B) Plotter
(C) Speaker
(D) Scanner✓

37. How many types of graphic cards are

used?
(A) 2 (B) 3✓
(C) 4 (D) 5

38. The monitor having VGA cards has resolution:
(A) 1024 × 768 pixels
(B) 800 × 600 pixels
(C) 640 × 570 pixels
(D) 320 × 200 pixels✓

39. _______ is/are the characteristic(s) of display screen.
(A) Resolution (B) Size
(C) Color (D) All✓

40. _______ is an impact printer.
(A) Dot matrix printer
(B) Daisy wheel printer
(C) Line printer
(D) All✓

41. _______ print head of dot matrix printer provides best quality printout.
(A) 24 pins✓ (B) 18 pins
(C) 9 pins (D) 20 pins

42. The printer which can print one character at a time is:
(A) Dot matrix printer
(B) Daisy wheel printer
(C) Laser printer
(D) Both a & b✓

43. DPI stands for:
(A) Data Per Inch
(B) Digit Per Inch
(C) Dots Per Inch✓
(D) None

44. _______ output device is used to print continuous output such as to track an earthquake reading.
(A) Flatbed plotter
(B) Dot matrix printer
(C) Drum plotter✓
(D) Line printer

45. Bit stands for:
(A) Binary digit✓ (B) Binary integer
(C) Basic digit (D) None

Microsoft Office

1. Program which helps to create written document and lets you go back and make corrections as necessary:
(A) Home row keys
(B) Toolbar
(C) Folder
(D) Word processor✓

2. Graphics for word processor:
(A) Peripheral
(B) Clip art✓
(C) Highlight
(D) Execute

3. What type of software is used for creating letters, papers and other documents?
(A) Database
(B) Word Processor✓
(C) Spreadsheet
(D) Operating Program

4. What does the Ctrl + I shortcut key accomplish in MS-Word?
(A) It converts selected text into the next larger size of same font
(B) It adds a line break to the document
(C) It makes the selected text bold
(D) It applies Italic formatting in the selected text✓

5. What is the file extension of MS-Word document?
(A) Dot (B) Doc✓
(C) Dom (D) Txt

6. In H_2O, the figure 2 is appeared lowered. Which effect has been applied?
(A) Superscript (B) Lowered
(C) Subscript✓ (D) Laid down

7. Why are headers and footers used in document?
(A) To enhance the overall appearance of the document
(B) To mark the starting and ending of a page
(C) To make large document more readable
(D) To allow page headers and footers to appear on document

when it is printed✓

8. Which of the following shortcut key is used to check spelling?
(A) F1 (B) F2
(C) F7✓ (D) F9

9. What does Ctrl + B shortcut accomplish in MS-Word?
(A) It converts selected text into the next larger size of the same font
(B) It adds a line break to the document
(C) It makes the selected text bold✓
(D) It applies Italic formatting in the selected text

10. Synonyms are words with an opposite meaning, such as "cheerful" and "sad."
(A) True
(B) False✓

11. To make editing easier, you can use the Find and Replace feature to find text in a document and replace it with other text as directed.
(A) True✓
(B) False

12. A First Line Indent indents all lines after the first line of the paragraph.
(A) True
(B) False✓

13. The default line spacing for a Word 2007 document is set to multiple with a 15% increase (1.15) over single spacing.
(A) True✓
(B) False

14. Word can quickly sort text, numbers, graphics, or data in lists or tables in alphabetical, numeric, or date order based on the first character in each paragraph.
(A) True
(B) False✓

15. The Office Clipboard can store up to ______ items that have been cut or copied.
(A) 10 (B) 12
(C) 24✓ (D) 50

16. A ______ marks the point at which one page ends and another begins.
(A) Page break✓
(B) Column break
(C) Cell break
(D) Line break

17. Field codes appear between ______ called braces.
(A) [] (B) ()
(C) <> (D) {}✓

18. The vertical space between lines of text is referred to as what?
(A) Indenting
(B) Line spacing✓
(C) Paragraph padding
(D) Internal margins

19. An outline numbered list can have up to this many levels.
(A) 5
(B) 8
(C) 9✓
(D) 15

20. To get help using Word, click the help icon on the ribbon or press the F1 key.
(A) True✓
(B) False

21. To open an existing document, access the open command by clicking the ______, which displays the ______.
(A) Office Button; File Menu✓
(B) Quick Access Toolbar; Open button
(C) Insert Tab, Open Group

22. The first time you save a document you must name the file.
(A) True✓
(B) False

23. When you type new text, ______ mode replaces existing text.
(A) Insert (B) AutoType
(C) Overtype✓ (D) Replacement

24. You can use Undo to reverse more than one change.
(A) True✓ (B) False

25. After selecting text, use the ______ and ______ commands to move the text to a different location.
(A) Copy; Paste (B) Cut;

Paste✓

(C) Cut; Repeat

(D) Copy; Paste Special

26. You can add a tab stop just clicking a location on the Word ruler.

(A) True✓

(B) False

27. To reduce the amount of space on the right side of document, you can ________ the ________.

(A) Increase; Left Margin

(B) Decrease; Right Margin✓

(C) Decrease; Left Indent

(D) Increase; Right Indent

28. You can format a document to contain the maximum of 3 newsletter columns.

(A) True

(B) False✓

29. To apply a multilevel Outline Number style to document, the paragraphs must be:

(A) Indented✓

(B) Formatted

(C) Numbered

(D) Bulleted

30. The Clip-Art Gallery consist of pictures that come with Word, as well as pictures available on Microsoft Office Online.

(A) True✓

(B) False

31. To access a Dictionary, Thesaurus and translation options all at once open the ________ task pane.

(A) Research

(B) Clipboard

(C) Spelling and Grammar✓

(D) Document Information

32. A quick way to change all the instances of the word beautiful with the word picturesque is to use the ________ feature.

(A) Thesaurus

(B) Find and Replace

(C) Document Information✓

(D) Properties

33. What does the green wavy line under the word or phrase in the document mean?

(A) The word or phrase might be misspelled

(B) The word or phrase has been copied to the clipboard

(C) The word or phrase might contain a grammatical error✓

34. To create a hyperlink to another document, you need to select the item to represent the link and then:

(A) Format the item using the Hyperlink style

(B) Enter the destination using the Insert Hyperlink dialog box✓

(C) Type the destination using the Hyperlink tag

35. When using a document using Print Preview, you can zoom into the document, edit the document, and make layout changes.

(A) True✓

(B) False

36. To control how a document is printed, open the Print dialog box using the ________ command on the Office menu's Print submenu.

(A) Quick Print (B) Print✓

(C) Page Setup

37. To use your keyboard instead of the mouse to select tools on the ribbon, you display the Key Tips by pressing the ________ key.

(A) Alt✓ (B) Ctrl

(C) Shift + Enter (D) Alt + Enter

38. To display a document so it looks like pages in a book, switch to ________ view.

(A) Draft

(B) Web Layout

(C) Print Layout✓

(D) Full Screen Reading

39. How do you close a Word document without closing the Word Window?

(A) Click the Close button on the title bar

(B) Click the Minimize button on the title bar

(C) Click the Close command on the

Office Menu✓

(D) Click the Exit Word on the File

40. A feature of MS Word that saves the document automatically after certain interval is available on:

(A) Save tab on Office Button, Word Options dialog box✓
(B) Save As dialog box
(C) Both of above
(D) None of above

41. Where can you find the horizontal split bar on MS Word screen?

(A) On the left of horizontal scroll bar
(B) On the right of horizontal scroll bar✓
(C) On the top of vertical scroll bar
(D) On the bottom of vertical scroll bar

42. Which of the following is not available on the Ruler of MS Word screen?

(A) Tab stop box
(B) Left Indent
(C) Right Indent
(D) Center Indent
(E) All of them are available on ruler✓

43. Pressing F8 key for three times selects:

(A) A word
(B) A sentence
(C) A paragraph✓
(D) Entire document

44. What happens if you press Ctrl + Shift + F8?

(A) It activates extended selection
(B) It activates the rectangular selection✓
(C) It selects the paragraph on which the insertion line is
(D) None of above

45. How can you disable extended selection mode?

(A) Press F8 again to disable
(B) Press Del to disable
(C) Press Esc to disable✓
(D) Press Enter to disable

46. What is the maximum number of lines you can set for a drop cap?

(A) 3 (B) 10✓
(C) 15 (D) 20

47. What is the default number of lines to drop for drop cap?

(A) 3✓ (B) 10
(C) 15 (D) 20

48. What is the shortcut key you can press to create a copyright symbol?

(A) Alt+Ctrl+C✓ (B) Alt+C
(C) Ctrl+C (D) Ctrl+Shift+C

49. How many columns can you insert in a word document in maximum?

(A) 35 (B) 45✓
(C) 55 (D) 65

50. What is the smallest and largest font size available in Font Size tool on formatting toolbar?

(A) 8 and 72✓ (B) 8 and 64
(C) 12 and 72
(D) None of above

Expected Questions:

1. Which of the following is not necessary for a stand alone computer?

(A) RAM (B) Hard Disk
(C) Operating System
(D) LAN Card✓

2. Which among the following is the odd one out?

(A) RAM (B) ROM
(C) Cache✓ (D) Hard Disk

3. What is the term used to denote the unauthorized and illegal accessing of computer programs, often with criminal intent?

(A) Virus (B) Plagiarism
(C) Hacking✓ (D) Breach

4. Hard disk in a computer is a/an ____?

(A) Output Device (B) Processor
(C) Software
(D) Storage Device✓

5. A set of instructions that operates various parts of the Computer Hardware

is called?
(A) Hardware Manager
(B) Device
(C) Software✓ (D) URL

6. **In which year, was the 1st widely-available web browser, Mosaic, released?**
(A) 1993✓ (B) 1995
(C) 1996 (D) 1998

7. **The smallest unit of data in a computer is:**
(A) Bit✓ (B) Kilobit
(C) Terabyte (D) Byte

8. **"Digital Computer" was invented by:**
(A) Howard Aiken✓ (B) Vannevor Bush
(C) John Harrison (D) M.R. Bissel

9. **Which is the biggest company of the computer software in the world?**
(A) MSN (B) Google
(C) Yahoo **(D) Microsoft✓**

10. **All the files deleted from the computer are stored in the:**
(A) Recycle Bin✓ (B) My Computer
(C) My Network Places
(D) Internet Explorer

11. **Software programme that controls a place of hardware is called:**
(A) Control Panel **(B) Driver✓**
(C) Messenger (D) Broswer

12. **A programme used to view World Wide Web (WWW) pages, such as Google, Yahoo and Internet Explorer is called:**
(A) Messenger (B) Internet
(C) Operating System
(D) Browser✓

13. **In computer system, word "BOOT" is used for:**
(A) To exit opened software
(B) To start up a software
(C) To shutdown system
(D) To start a computer✓

14. **Windows 2007 is a(an):**
(A) Application Software
(B) Word Processor
(C) Operating System✓
(D) None of these

15. **URL is an abbreviation of:**
(A) Uniform Resource Locator✓
(B) Uniform Room Locator
(C) Universal Resource Locator
(D) Universal Room Locator

16. **In computer system, word 'BOOT' is used for:**
(A) To start a computer✓
(B) To exit opened software
(C) To start up a software
(D) To shutdown system

17. **A collection of computers that are connected together is called:**
(A) Group (B) Meeting
(C) Network✓ (D) Team

18. **In a computer, the keyboard is used as a(n) ________ device.**
(A) Input✓ (B) Charging
(C) Output (D) Printing

19. **Which device is required for Internet connection?**
(A) NIC Card (B) CD Drive
(C) Modem✓ (D) Mouse

20. **A normal CD-ROM can usually store upto ________ data.**
(A) 680 GB (B) 680 KB
(C) 680 Bytes **(D) 680 MB✓**

21. **Which of the following is not an operating system?**
(A) Oracle (B) DOS
(C) Linux✓ (D) Windows

22. **To create a table of columns and rows for mathematical calculation or statistical representation, which programme is used?**
(A) Auto CAD **(B) Excel✓**
(C) Word Pad (D) Word Perfect

23. **Hard copy of document is:**
(A) Save copy (B) Scanned copy
(C) Print out✓ (D) Display copy

24. **Internet is:**
(A) Display System
(B) Network of Networks✓
(C) Scanning Technology
(D) Search Engine

25. **________ is done to protect data and passwords.**
(A) Verification (B) Authentication
(C) Encryption✓ (D) Authorization